



AIRPORT BOARD AGENDA

February 13, 2025 at 6:00 PM

Airport Alaska Room/Zoom

<https://juneau.zoom.us/j/81320381493>

Or join via audio: 1-253-215-8782 Webinar ID: 813 2038 1493

**TO TESTIFY: CONTACT PAM CHAPIN, 907-586-0962
BY 3:00 PM ON MONTH X, 20XX**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Airport Board Minutes for January 9, 2025

D. APPROVAL OF AGENDA

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. CONFLICT OF INTEREST DISCUSSION – LAW DEPARTMENT

G. AIRPORT BOARD OFFICER DISCUSSION

H. UNFINISHED BUSINESS

I. NEW BUSINESS

2. Airport FY26 Budget Update (Attachments #1 through #16). The Airport Board Finance Committee met on January 21, 2025, and February 4, 2025, to review projected FY25 budget (current budget) and updated numbers for the FY26 budget. Staff was also asked to present three scenarios in which two scenarios added an emergency contingency line item (adding \$50K and \$100K). The Finance Committee did not come to a consensus on the three scenarios during these meetings, and due to no committee member quorum, no further Finance Committee meetings were held. This now comes to the full Board for discussion and action.

The budget is two-fold; amendment of the Airport Rates and Fees Regulation is tied to the updated FY26 budget presented. The Board is requested to review the proposed budget (and rates/fees adjustments) options as outlined below and detailed in the attachments.

3. FY25 Projected and FY26 Revised Budgets ‘without’ rate increases (see Attachments #1, #2, #3 and #7)

Attachment #7: Airport OVERVIEW in the City Finance Department’s format (before rate increases).

FY26 shortfalls need to be addressed:

FY25 Projected shortfall (\$309,100) to be covered by residual CARES money draw in FY25

FY26 Revised shortfall (\$400,453) see proposed rates/fees increase

4. Proposed Airport Rates & Fees Regulation Adjustments and Balancing FY26 Revised Budget

SCENARIO A (Attachments #1, #4, #5, #6 and #8)

FY26 Shortfall Allocation by Cost Center:

Security: \$338,137 (91% \$225,600/ less shared 9% \$112,537) \$225,600 (91%) pay w/SSF*

*Security Screening Fee

Terminal:(\$379,084)	(plus 50% security residual: \$56,269)	(\$322,816)
Airfield: \$441,400	(plus 50% security residual: \$56,269)	\$497,688
	Balance owed on Airfield	\$174,853 (see allocations below)
	Airfield Balance Allocation 85/15	\$174,853
	85% Air Carrier (large)	\$148,625
	15% 135/GA (small)	\$ 26,228

1. *SECURITY SCREENING FEES (SSF). Security Program expense increases (personnel and badging system) began mid-FY25, coupled with Transportation Security Administration (TSA) terminating the Law Enforcement Officer (LEO) Reimbursement agreement starting in FY25, a deficit of \$338,137 shows up in the Security Cost Center. The Screening Fees are determined through 91% allocation for screening checkpoint hours. For FY26, the passenger Security Screening Fees would need to increase from \$2.69 to \$3.35 per passenger in FY26. This would generate \$225,600 in additional revenue for this cost center. The remaining 9% (\$112,537) is 50/50 split with terminal and airfield per allocations.

Airfield shortfall calculated by applying terminal overage credit, and applying the 9% security residual, then applying the 85/15 allocations.

2. *LANDING FEES (LF). The airfield shortfall plus 50% residual security requires \$148,625 in 121/Air Carrier 85% contribution. Based on landed weights projected, an increase in LF from \$3.34 to \$3.50 (signatory)/1,000lbs and \$4.18 to \$4.38 (non-signatory)/1,000 lbs. is required. This anticipates \$148,600 in additional revenue.

3. FUEL FLOWAGE FEES (FFF). The airfield shortfall plus 50% residual security requires \$26,228 in 135/GA 15% contribution. Based on gallons projected, an increase in FFF from \$0.33 to \$0.345 (signatory)/gallon and \$0.41 to \$0.43 (non-signatory)/gallon is required. This anticipates \$24,900 in additional revenue.

The increase in SSF, LF and FFF, as detailed above, leaves a balance of \$1,353 to cover with fund balance.

SCENARIO B (Attachments #1, #9, #10, #11 and #12)

FY26 Shortfall Allocation by Cost Center:

Security: \$338,137	(91% \$225,600/ less shared 9% \$112,537)	\$225,600 (91%) pay w/SSF* *Security Screening Fee
Terminal:(\$379,084)	(plus 50%: sec residual & \$50K: \$81,269)	(\$297,816)
Airfield: \$441,400	(plus 50%: sec residual & \$50K: \$81,269)	\$522,668
	Balance owed on Airfield	\$224,853 (see allocations below)
	Airfield Balance Allocation 85/15	\$224,853
	85% Air Carrier (large)	\$191,125
	15% 135/GA (small)	\$ 33,728

1. *SECURITY SCREENING FEES (SSF). Same allocation on all 3 scenarios.

2. *LANDING FEES (LF). The airfield shortfall plus 50% residual security and \$50K Contingency Reserve requires \$191,125 in 121/Air carrier 85% contribution. Based on landed weights projected, an increase in LF from \$3.34 to \$3.54 (signatory)/1,000lbs; and \$4.18 to \$4.43 (non-signatory)/1,000 lbs. is required. This anticipates \$191,500 in additional revenue.

3. FUEL FLOWAGE FEES (FFF). The airfield shortfall plus 50% residual security and \$50K Contingency Reserve requires \$33,728 in 135/GA 15% contribution. Based on gallons projected, an increase in FFF from \$0.33 to \$0.35 (signatory)/gallon; and \$0.41 to \$0.435 (non-signatory)/gallon is required. This anticipates \$32,600 in additional revenue.

The increase in SSF, LF and FFF, as detailed above, leaves a balance of \$753 to cover with fund balance.

SCENARIO C (Attachments #1, #13, #14, #15 and #16)

FY26 Shortfall Allocation by Cost Center:

Security: \$338,137	(91% \$225,600/ less shared 9% \$112,537)	\$225,600 (91%) pay w/SSF*
		*Security Screening Fee
Terminal:(\$379,084)	(plus 50%: sec residual & \$100K: \$106,269)	(\$272,816)
Airfield: \$441,400	(plus 50%: sec residual & \$100K: \$106,269)	\$547,668
	Balance owed on Airfield	\$274,853 (see allocations below)
	Airfield Balance Allocation 85/15	\$274,853
	85% Air Carrier (large)	\$233,625
	15% 135/GA (small)	\$ 41,228

1. *SECURITY SCREENING FEES (SSF). Same allocation on all 3 scenarios.
2. *LANDING FEES (LF). The airfield shortfall plus 50% residual security and \$100K Contingency Reserve requires \$233,625 in 121/Air carrier 85% contribution. Based on landed weights projected, an increase in LF from \$3.34 to \$3.59 (signatory)/1,000lbs and \$4.18 to \$4.49 (non-signatory)/1,000 lbs. is required. This anticipates \$234,300 in additional revenue.
3. FUEL FLOWAGE FEES (FFF). The airfield shortfall plus 50% residual security and \$50K Contingency Reserve requires \$41,228 in 135/GA 15% contribution. Based on gallons projected, an increase in FFF from \$0.33 to \$0.3675 (signatory)/gallon and \$0.41 to \$0.4425 (non-signatory)/gallon is required. This anticipates \$41,200 in additional revenue.

The increase in SSF, LF and FFF, as detailed above, creates an over-collection of \$647.

***NOTE: IN PAST YEARS, 121 AIR CARRIERS REQUESTED SECURITY SCREENING FEES, FUEL FLOWAGE FEES AND LANDING FEES TO BE IMPLEMENTED AT THE START OF THE SUMMER SEASON RATHER THAN JULY 1. STAFF PROPOSES TO START THESE FEE INCREASES EFFECTIVE MAY 1, 2025.**

5. **FY26 Revised Budget Approval (Scenario A, B or C)**

Once the budget and any rates/fees increases are approved, the Airport Board will need to forward the budget to the City & Borough of Juneau (CBJ) and begin the 21-day public comment period for the amended Airport Rates & Fees Regulation. This would then come baack to the Board to consider any public comments. After approval, the regulation would need to go to the Assembly for adoption (one meeting). This would need to parallel the budget process.

Staff requests the Board approve **one of the proposed budget scenarios** (below) for FY25 Projected and FY26 Revised and corresponding increases to the Airport Rates & Fees:

SCENARIO A: (no contingency)

Motion A-1: *“Approve the increases to the Airport Rates & Fees Regulation, shown in Attachment #4 and begin the public regulation process.”*

Motion A-2: *“Approve the FY25 Projected and FY26 Revised budgets as shown in Attachments #1, #5, #6 and #8, with the corresponding increases to the Airport Rates & Fees Regulation, use of Airport Fund Balance for the remaining balance of \$1,353; and forward to the Assembly for approval.”*

SCENARIO B: (with the added \$50K contingency)

Motion B-1: *“Approve the increases to the Airport Rates & Fees Regulation, shown in Attachment #9, and begin the public regulation process.”*

Motion B-2: *“Approve the FY25 Projected and FY26 Revised budgets as shown in Attachments #1, #10, #11 and #12, with the corresponding increases to the Airport Rates & Fees Regulation, use of Airport Fund Balance for the remaining balance of \$753; and forward to the Assembly for approval.”*

SCENARIO C: (with the added \$100K contingency)

Motion C-1: *“Approve the increases to the Airport Rates & Fees Regulation, shown in Attachment #13, and begin the public regulation process.”*

Motion C-2: *“Approve the FY25 Projected and FY26 Revised budgets as shown in Attachments #1, #14, #15 and #16, with the corresponding increases to the Airport Rates & Fees Regulation; and forward to the Assembly for approval.”*

- 6. Interim Airport Manager Appointment (Attachment #17).** The Airport Manager Hiring Committee (AMHC) continues with the long-term Airport Manager recruitment. This will take several months. The Committee has recommended an Interim Airport Manager to bridge the gap between outgoing Airport Manager, Wahto, and a new Airport Manager. The Committee chose Dave Palmer for Interim Airport Manager, with direction to CBJ Human Resources to negotiate the terms with Mr. Palmer and bring back a tentative agreement. Mr. Palmer was formerly the Airport Manager at JNU for three years, and CBJ City Manager, and Deputy City Manager prior to that. The Airport Board, per Ordinance, must approve the appointment and terms of the employment agreement. The attached tentative agreement from CBJ Human Resources will be presented to the AMHC at their noon meeting on January 13, 2025, for approval, and recommend this appointment and agreement to the Airport Board. This now comes before the Airport Board for final approval pending approval by the AMHC.

Motion: *“Approve the attached tentative agreement appointing Dave Palmer as Interim Airport Manager, pending Airport Manager Hiring Committee approval.”*

- 7. Transfers of Airport Capital Revolving Match and Contingency Funds (Attachment #18).** Staff is requesting an additional \$10,000 of Revolving Funds to be transferred to Aircraft Rescue Fire Fighting (ARFF) Truck purchase that was previously approved by Board on August 8, 2024. Additional funds are needed to cover last minute changes before the truck goes into production where there were some increases and decreases but ended up with an increase of \$8,600 as shown on Attachment #18. Last minute changes to ARFF truck orders are very common and in this particular instance, the amount is pretty nominal in a \$1m-plus order. The \$10,000 was calculated as: \$3,385.74 extra budget we had from before, minus \$8,600.00 Change Order needed, minus \$4,785.74 for future contingency. The Federal Aviation Administration (FAA) will consider amending their grant to include a Change Order of \$8,600 at closeout (in a couple of years). But the budget is needed now to be able to process the Change Order as soon as possible. If the FAA amends/increases the grant to include the Change Order, it will be returned to the Airport Revolving Account at the same time the amendment to the grant is accepted. Again, Passenger Facility Charge (PFC) 10, if approved as presented, will be reimbursing most (if not all) of the Airport Revolving Account spent for this ARFF Truck. Staff requests that the Board approve \$10,000 from the Airport Revolving Account for the additional Change Order & Contingency, and forward to the Assembly for appropriation.

Motion: *“Approve a transfer of \$10,000 from the Airport Revolving Account for the change order and contingency for the Aircraft Rescue and Fire Fighting Truck acquisition and forward to the Assembly for appropriation.”*

- 8. Airport Manager Hiring Committee Report**

[9.](#) **Airport Manager Report**

[10.](#) **Airport Project Manager Report - Mike Greene**

[11.](#) **Airport Project Manager Report - Ke Mell**

J. CORRESPONDENCE

K. COMMITTEE REPORTS

12. Finance Committee

13. Operations Committee

L. ASSEMBLY LIAISON

M. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

N. BOARD MEMBER COMMENTS

O. ANNOUNCEMENTS

P. NEXT MEETING DATE

Q. EXECUTIVE SESSION

R. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, e-mail: city.clerk@juneau.gov.

MINUTES of
AIRPORT BOARD MEETING
January 9, 2025
6:00 p.m. Alaska Room/ZOOM

A. **CALL TO ORDER:** Vice Chair Dennis Bedford called the meeting to order at 6:00 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford	Jerry Godkin	Eve Soutiere
Jason Custer	Chris Peloso	Charlie Williams

Member Absent:

Jodi Garza

Staff/CBJ Present:

Patty Wahto, Airport Manager	Nathan Reddekopp, Airfield Maint.
Angelica Lopez-Campos, Bus. Mgr.	Alicia Hughes-Skandijs, CBJ Assembly
Ke Mell, Airport Architect	Emily Wright, CBJ Law
Mike Greene, Airport Project Mgr.	Sherri Layne, CBJ Law
Shannon VanValin, Admin. Assist.	Brandon Bagwell, CBJ Fire Dept.
Miranda McHenry, Admin. Assist.	Mark Fuelle, CBJ Fire Department

Public:

Sarah Lowell, Coastal Helicopters

C. **APPROVAL OF MINUTES:**

1. *Jerry Godkin moved to approve the minutes from the December 12, 2024, meeting. The motion passed by unanimous consent.*

D. **APPROVAL OF AGENDA:** *Chris Peloso moved to approve the agenda. The motion passed by unanimous consent.*

E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

F. **UNFINISHED BUSINESS:**

2. **Aviation Worker Screening (AWS) Litigation Costs.** Airport Manager Patty Wahto said the attorney who has been working on this with our attorney has been paid for litigation to date. The City is still waiting to hear from the courts on some judgment, which could be in the next month or two. There is a little more than \$1,100 on the purchase order. Once the judgment comes in, there may be things that they would have to move on if the parties decide to seek reconsideration, either the airport or the Transportation Security Administration (TSA). The attorney has said an additional \$5K for 2025 would be a safe bet if the airport wanted to continue to participate. *Jerry Godkin moved to transfer funds in the amount of \$3,894 to the AWS litigation funds, for a*

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total of \$5,000 in the purse. Ms. Wahto said that the funds approved to date equal \$20,000. The funds will come from the fund balance. The motion passed by unanimous consent.

3. Airport-Coastal/Loken Contaminated Site Report (Attachment #1, and website link). The letter showing approval from Alaska Department of Environmental Conservation (ADEC) has been attached. This is the Airport's half of the bill as it straddles two pieces of property – the Airport property and what was formerly the Loken property and now Coastal Helicopters. The Airport is looking at acquiring the land at some point in time. The Site Characterization Report is quite large and is available on the website. It does not include the photos as it was too large. The one thing that the report requires is additional drilling and sampling by both parties. For \$43,338, Cox Environmental will continue doing this work. This is required by ADEC. The Airport is working with Risk Management as it is a contaminated site, and Risk is working with the insurance companies both ours and whoever has assumed it (which would either be Coastal Helicopters or going back to the Loken's insurance) to get some sort of reimbursement back or have the insurance companies pay for this. The Airport has to pay for it up front until the insurance piece is worked out. According to Risk Management has stated the insurance company was going to cover it. *Chris Peloso moved the appropriation of \$43,338 for Cox Environmental for an updated site work plan and additional drilling/testing groundwater wells, as required by the Alaska Department of Environmental Conservation, for the contaminated site that is currently abutting Airport-Coastal/Loken property; up-front funding provided by Airport Fund Balance, which would be repaid through an insurance claim through CBJ Risk Management. The motion passed by unanimous consent.*

G. NEW BUSINESS:

4. Staffing Changes. At the December 13th Committee of the Whole (COW) meeting, staff went over the current positions, as well as some proposed changes. Some were straight-forward, such as with the Terminal Building Maintenance Technician I position that was vacated from a promotion from within. There is more of a need for janitorial and custodial staff. This position will be downgraded to a custodial position. This will result in a savings.

With the recent vacancy of the Deputy Airport Manager, staff is looking at a different makeup in an Airport Security Manager. This position would oversee a lot of the regulatory, badging, AWS, etc. This is a reorganization within the staffing program. This will not be an additional cost as there is a vacancy with the Deputy position.

The one thing that the COW did discuss and forward on to the Board was a discussion on an additional Heavy Equipment Mechanic II position. There is one Heavy Equipment Mechanic III that is handling 40 large very specific pieces of runway equipment, as well as 28 large attachments. This position would help fighting fires when equipment goes

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down, but actually doing the preventative maintenance that should be done. This will be funded through the Airport cost center. With the vacancy, it will not affect this year's budget, but it will be in the next budget cycle. *Jerry Godkin moved to approve the addition of a Heavy Equipment Mechanic II position. The motion passed by unanimous consent.*

5. Airport Manager Recruitment Update: CBJ Assembly Liaison Alicia Hughes-Skandijis said the Assembly wants to keep on the timeline with what the Airport Board desired to make sure they stay on target and also address maybe bringing in an executive hiring experience blending that with the Airport Board's expertise and the Assembly as the liaison. The meeting is scheduled for January 16 at Noon via Zoom and City Hall Conference Room 237, second floor (next to the elevator) and will include Mr. Peloso, Mr. Godkin, representatives from the Manager's office and herself. She will report more at subsequent meetings. Vice Chair Dennis Bedford said this needs to be moved on as it takes a lot of time due to delays that are encountered. Chair Eve Soutiere echoed Mr. Bedford's urgency. It needs to be someone who is qualified and will do well for the airport as soon as possible as she has heard from some of the employees who are very concerned.

6. Airport Manager's Report:

a. *CHUBB Insurance Report.* The annual risk assessment, which is done throughout the City, with the Airport as a top member, was done in September. The report can be found online. There will be follow-up with some of the tenants, as well as correcting some of our own deficiencies. Staff takes these reports very seriously.

b. *Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #2).* There have been no changes.

7. Airport Projects Report – Mike Greene. Project Manager Mike Greene reported the *Terminal Reconstruction Project* is moving forward on the last two items that are required under the original contract. It has been determined that the terminal air balancing (TAB) will move forward, even though everything is not fixed, it is fixed to a point that this can proceed. This has been three years in the making. There are still contaminants and sludge in the system and the engineers are convinced that it is because so much more flow has been added to the system that things are being knocked loose that were embedded in the system. The material will be tested to ascertain what it is. The Airport is also moving forward on some of the items that Building Maintenance has been dealing with. They have the Dedicated Outside Air System (DOAS) running to a point where the TAB work can proceed. There are still problems associated with the variable frequency drives that were victimized by a power spike, which has led the Airport down a rabbit hole that will add a power conditioning system to the terminal to prevent this from happening in the future. The sophisticated systems that are supposed to make life easier

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are very susceptible to power spikes and surges. There will be a meeting on the 21st to discuss what this might cost. In the long run, if the Airport can get ahead of the power conditioning, it will not have to replace a lot of systems that are being knocked offline or damaged.

A schedule has been received from Dawson Construction for the lighting control replacement work. The materials are in Juneau. They would like to start the first of February through the end of March. This will replace the lighting control system that has failed on the older part of the terminal. Lights are currently running on hard wire or no switches, which results in lights running all the time.

Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron. Secon is in winter shut down. This project may begin in early April depending on what the weather looks like. Secon has also been approached by Alaska Airlines to make modifications to existing cargo hardstand, which is being factored into the remaining work that is left to do over by Alaska Airlines cargo hardstand. The work that was envisioned was expected to take two weeks, but it may now take one month. Gate 2 will be used for cargo. Both Alaska Airlines and Secon are on board to protect the new apron from the Cochran loader and freight operations to make sure that the brand-new area is not damaged.

Culvert Condition Survey – Jordan Creek @ Runway 8-26: The Airport has the evaluation that came in from proHNS Engineering. Mr. Greene is working with them to get a fee proposal on what it would take to design an in-place repair of that large diameter culvert. The in-place repair would basically introduce a structural lining within the culvert that would eliminate the need to dig up the culvert and close the runway at any time. The proof will be in the pudding as to whether or not that material will do everything that it is supposed to do. Ms. Wahto asked how many other culverts on the airport is that happening to? She also wondered if this is happening around town, as well. Mr. Greene said it is a unique situation at Jordan Creek and where it passes underneath the runway is a tidal zone and the water that flows through that culvert is tidal and influenced heavily by the tide. There is heavily acidic water coming from Jordan Creek and then mixes with salt water and then influenced somewhat by what is coming off of the field from the control system for the runway. This is the perfect storm for eating up culverts. As some of the archiving work was done, he found the same thing happening on the culverts. The solution was to just replace the culvert with the same thing instead of introducing something that was less susceptible to the chemical reactions and electrolysis. He introduced a policy of not introducing anything metal into the ground. Every culvert will be a Cast Polypropylene (CPP) plastic culvert. Fish & Game is on board with that. He thought that every culvert was susceptible. The closer to the runway and any of the ALRV (airport lighting/regulator vault) makes it susceptible. One was replaced under Echo-1 four years ago and found it was eaten up, but no where near the

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runway. There is a problem. Zinc anodes have been added in culverts on the airfield. The carbon fiber lining is believed to be the way to go. Board Member Charlie Williams asked about electrically charging the metal pipes so that they don't continue to corrode. Mr. Greene said they have but the Airfield lighting system is unique. It is not like any other circuit-protected or human-protected system that an electrical engineer will deal with. It is a system that if it feels it needs more power through the loss of lights, it reacts by throwing more power to the system. The regulators are throwing out more power than staff feels that the system needs. There is a loss of power out there and because the regulators will adjust up instead of off, it is a very worry some situation and one that most electrical engineers have no experience with. Mr. Williams said if there is power in the pipe, there is a way to counteract that. Mr. Greene replied this has been discussed.

Safety Area Grading at Runway Shoulder and Navigational Aids (NAVAIDS): HDR Engineering continues to develop the 30% design submittal for this project. They have data from their field survey work, and he is waiting to see what that looks like in terms of grading modifications to meet the Federal Aviation Administration's requirements.

8. Airport Projects Report – Ke Mell. Ke Mell, Airport Architect, reported that it was discovered in November that the roof-mounted heating system on the *Gate 5 Passenger Boarding Bridge Replacement* (completed last summer) was not working. The contractor and the manufacturer were notified. A mechanical subcontractor will look at it under warranty.

The Airport requested an eight-month time extension for the *Mendenhall Riverbank Stabilization Project*. The request is under review by the Alaska Department of Military and Veteran's Affairs.

On January 7, 2025, the Alaska Division of Lands Conveyance reported the amendment for *ADL 107380: Conveyance* is on track to be finalized in early February. This has been in process for many years. Staff hoped that this could be incorporated in the current Master Plan Update, which now looks likely.

H. **CORRESPONDENCE:**

9. Tereza Simonyan Email regarding Flying Squirrel (Attachment #3) Ms. Wahto said at the last Airport Board meeting there were discussions about Alaska Seaplanes and Flying Squirrel. There was reference to an email that Alaska Seaplanes Attorney had sent out. Unfortunately, it was sent out shortly before the meeting and staff was requested to put it under correspondence this month. This is a follow-up to last month's meeting. Mr. Williams asked if any significant progress is being made on any of those fronts. CBJ Attorney Emily Wright said she has been working with Ms. Simonyan and Alaska Seaplanes. She noted that Flying Squirrel has been involved because their coffee shop is there, but they don't have an attorney nor are they part of the contract. The

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contract is with Alaska Seaplanes. She said she has reached out to Ms. Peters and continues to keep her updated. Ms. Simonyan sent an offer of rent adjustment. A counteroffer has been sent back, which is good progress. The ALP (Airport Layout Plan) update is in progress. The Airport will pay for this, and it will be done on time. She is very hopeful that if there are any hiccups, an offer was made to Ms. Simonyan and Alaska Seaplanes that a mediator be engaged to bring everyone together and make sure it gets done. The goal is to get it done.

I. **COMMITTEE REPORTS:**

10. **Finance Committee:** The Finance Committee has not held any meetings since the last meeting. A meeting is scheduled for Tuesday, January 21, January 28 and February 4 at 9:00 a.m. to work on the budget. Everyone is certainly welcome to attend the meetings. The next meeting after that is in April. Ms. Wahto said if things get done, the last meeting may be cancelled.

11. **Operations Committee:** Chair Dennis Bedford had no report.

J. **ASSEMBLY LIAISON COMMENTS:** Alicia Hughes-Skandijs said she did not have anything to report. She felt the biggest thing relevant to the Board will be the hiring meetings.

K. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

L. **BOARD MEMBER COMMENTS:** Jerry Godkin said there are five Technical Advisory Committee (TAC) meetings for the Airport Master Plan/Layout Plan Update scheduled all the way into June for those on the committee for the Master Plan. The next meeting will be held at 1:00 p.m. on January 16.

M. **ANNOUNCEMENTS:** None.

N. **NEXT MEETING DATE:**

The Airport Board Finance Committee meeting will be held on January 21, 2025, at 9:00 a.m. in the Alaska Room/Zoom.

The next regular Airport Board meeting will be held on February 13, 2025, at 6:00 p.m. in the Alaska Room and via Zoom.

O. **EXECUTIVE SESSION:** None.

P. **ADJOURN:** *Chris Peloso moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 6:56 p.m.*



Conservation

DIVISION OF SPILL PREVENTION AND RESPONSE
Contaminated Sites Program

555 Cordova Street
Anchorage, AK 99501
Main: 907.269.7558
Fax: 907.269.7687
www.dec.alaska.gov

File No.: 1513.38.095

December 9, 2024

Electronic Delivery Only

Mr. Ethan Berto
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Juneau, AK 99801
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Ms. Patty Wahto
Juneau International Airport
1873 Shell Simmons Drive, Ste. 200
Juneau, AK 99801
Patty.Wahto@jnuairport.com

Re: **DEC Letter for “Site Characterization Report”, dated June 2024**

Dear Mr. Berto & Ms. Wahto,

The Alaska Department of Environmental Conservation (DEC) Contaminated Sites Program (CSP) received “Site Characterization Report”, dated June 2024, and submitted to the department on July 15, 2024, via electronic mail by Cox Environmental Services (CES). The submitted report and this letter are for both parcels associated with the active contaminated site owned by Juneau International Airport (JIA) and Coastal Helicopters, Inc. (Coastal). The field work was conducted in accordance with two work plans, one for JIA, dated April 30, 2024, and approved by the DEC on May 3, 2024, and one for Coastal, dated April 2, 2024, and approved by the DEC on April 9, 2024. The report is **approved**.

The report details field work activities that occurred in May 2024 and consisted of advancing 24 soil borings and completing 6 of those 24 boring into groundwater monitoring wells. The soil and groundwater samples were analyzed by gasoline range organics (GRO), diesel range organics (DRO), residual range organics (RRO), polycyclic aromatic hydrocarbons (PAHs), volatile organic compounds (VOCs) and metals.

Concentrations of GRO were detected in at least one soil sample above DEC Method 2 Ingestion and Inhalation cleanup level. DRO, RRO, arsenic, 1,3,5-trimethylbenzene were detected in at least one soil sample above the DEC Method 2 cleanup levels. In addition, concentrations of arsenic and lead were detected in at least one groundwater sample above Table C DEC cleanup levels.

Additional site characterization is required south of JIA-12 and west of CF-12 to determine the extent of the groundwater contaminant plume. Provide the CSP a work plan for review and approval.

As a reminder, the work plan may be submitted electronically. Files containing up to 20MB may be emailed to me at CS.Submittals@alaska.gov and files larger than 20 MB up to a limit of 8 GB may be submitted to me through the Alaska ZendTo "drop-off" option at <https://drop.state.ak.us/drop/>. The CSP prefers electronic only submittals and no longer requires that hard copies be submitted.

Please feel free to contact me at (907) 269-7556 or alena.voigt@alaska.gov if you have any questions.

Sincerely,

Alena D. Voigt

Alena Voigt
Project Manager
Contaminated Sites Program

Electronic cc: Jolene Cox, Cox Environmental Services, jcox@coxenv.com
Sarah Lowell, Coastal Helicopters, slowell@coastalhelicopters.com
Aral Loken, Channel Flying, reacharal@gmail.com
Carlton Smith, Calton Smith Commercial, carltonsmith@gci.net
Toma Alario, Calton Smith Commercial, tomaa@ak.net
Ke Mell, Juneau International Airport, ke.mell@jnuairport.com
Andrea Carlson, DEC, andrea.carlson@alaska.gov
Laura Jacobs, DEC, laura.jacobs@alaska.gov

Available Fund Balance Summary

Airport Fund

Last Update: 4/5/2024

	<u>FY23 Actuals</u>	<u>FY24 Amended</u>	<u>FY24 Proj</u>	<u>FY25 Budget</u>	<u>FY26 Budget</u>
Beginning Available FB	2,770,968	3,785,000	3,785,000	3,785,000	3,785,000
Operational Expenses:	(9,888,277)	(9,711,100)	(10,003,300)	(10,606,700)	(10,755,800)
Debt Service (OUT):	(2,994,200)	(3,091,200)	(3,091,200)	(2,505,100)	(2,583,400)
Transfers to Capital Projects:		(600,000)	(600,000)		
Other Non-Oper Expenses:	(271,923)	(541,400)	(1,266,300)	51,400	51,400
JNU Total Expenses:	(13,154,400)	(13,943,700)	(14,960,800)	(13,060,400)	(13,287,800)
Minus Non-operational Exp & Debt Serv:	3,266,123	4,232,600	4,957,500	2,453,700	2,532,000
Operational Expenses:	(9,888,277)	(9,711,100)	(10,003,300)	(10,606,700)	(10,755,800)
Operational Revenues:	6,629,028	7,510,200	7,872,900	10,606,700	10,610,000
CARES Reimb (operations):	4,369,641	2,200,900	2,130,400	-	-
***Other Financing Sources (Uses):	(96,360)				
JNU Total Revenues:	10,902,309	9,711,100	10,003,300	10,606,700	10,610,000
Increase (decrease) in Fund Bal (FB):	1,014,032	-	-	-	(145,800)
Ending Avail FB, including Reserve:	3,785,000	3,785,000	3,785,000	3,785,000	3,639,200
Less 3 Mo. Operating Reserve	(2,472,100)	(2,427,800)	(2,500,800)	(2,651,700)	(2,689,000)
Ending Available Fund Balance	1,312,900	1,357,200	1,284,200	1,133,300	950,200

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.

ATTACHMENT #2
AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Section C, Item 1.

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,788	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jun-24		\$25,000	(\$25,000)		RSA Shoulder Grading Design
			(\$5,000)		ARFF Truck
			(\$26,427)		Master Plan Update
			(\$50,000)		SIDA ADA Elevator
	\$211,361				AVAILABLE BUDGET on 560010101-3990 to forward fund Projects

* Represents all 3 Capital Accounts: Airport Revolving Captial Reserve Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

** Temp forward funded \$477K to be credited once Controller's complete transfer back to acct

From: Simonyan, Tereza <tsimonyan@buchalter.com>
Sent: Thursday, December 12, 2024 10:43 AM
To: Airport Board
Cc: Sherri Layne <Sherri.Layne@juneau.gov>; Emily Wright <emily.wright@juneau.gov>; Beth Weldon <Beth.Weldon@juneau.gov>; Patty Wahto <Patty.Wahto@jnuairport.com>; Angelica Lopez-Campos <Angelica.Lopez-Campos@jnuairport.com>
Subject: FAA Non Objection Letter - Flying Squirrel

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Dear Airport Board,

In advance of the Board meeting today, I'd like to share a few questions we have posed to the Airport Manager in connection with the Flying Squirrel coffee shop. As you know, on 12/3 the FAA issued a Letter of Non-Objection to the Flying Squirrel coffee shop, outlining in 3 simple bullet points a streamlined path to conclusion. Our goal is to address these questions with the Board, the Airport Manager and City Attorneys, and to conclude the Flying Squirrel issue consistent with the FAA letter, avoiding unnecessary delays and expenses that are not requested by the FAA.

It may be helpful to read the full thread below, which starts with the Letter of Non-Objection from the FAA, plus attached original submission from the Airport to the FAA.

We look forward to a collaborative and productive meeting today.

Warm regards,

Buchalter

Tereza Simonyan
Shareholder

T (206) 319-7005
C (206) 239-8227

tsimonyan@buchalter.com

1420 Fifth Avenue, Suite 3100
Seattle, WA 98101

www.buchalter.com

From: Simonyan, Tereza
Sent: Wednesday, December 11, 2024 3:39 PM
To: 'Patty Wahto' <Patty.Wahto@jnuairport.com>; Angelica Lopez-Campos <Angelica.Lopez-Campos@jnuairport.com>
Cc: Sherri Layne <Sherri.Layne@juneau.gov>
Subject: RE: FAA Non Objection Letter - Flying Squirrel

Dear Patty,

I'm having trouble understanding your note below and the basis for it. We received a very clear and positive 'non-objection letter for the Flying Squirrel coffee shop' from the FAA. It clearly outlines the discrete tasks that need to be completed, in 3 simple bullet points, to facilitate the conclusion of this matter. Please help me understand your comments:

1. The FAA says: "The tenant using and/or subleasing the property for non-aero purposes will be required to pay no less than fair market value rent to the Airport." The FAA requires the 'rent' to be adjusted to be FMV. The Airport Board has already established the FMV rent for non-aero uses, it is codified in 07 CBJAC 10.020(e)(2). This satisfies the FAA condition. Why does the Board need to look any further?
2. What is an 'agreement of concession fees' that you are referring to, who is it by and between? More importantly, this is not a requirement under the FAA letter, so how is it even relevant here? The FAA requires adjustment of the 'rent' for the non-aero use space— see #1 above.
3. The FAA letter says: "The Airport Sponsor agrees to update its Airport Layout Plan..." The FAA places this requirement on the Airport, not on the tenant. The ALP is to cover the entire airport plan (not only the Seaplanes' leased land), and that current ALP provided to the FAA by the Airport is stale in many respects. The Airport put out the request for proposal to update the ALP in June, independent of the Flying Squirrel issue. What are the basis for passing the cost to Alaska Seaplanes? To be clear, Alaska Seaplanes does not intend to cover any consultant fees for ALP updates, especially given that your approach may lead to the demise to Flying Squirrel, notwithstanding the FAA's non-objection letter.
4. Regarding the DBE qualification:
 - a. Flying Squirrel has submitted the pertinent information to the FAA establishing that it clearly meets the eligibility standards under 49 CFR Part 23. Have you seen that submission? I am attaching again for your ease of reference.
 - b. It is unclear from your note and the agenda submissions whether the JNU ACDBE program has been formally implemented or not, it is my understanding that the Board has not had a chance to review, comment on and approve the program, is that correct? Has anyone other than yourself participated in the drafting and implementation of the program? If yes, please provide the details of same, including how it was disseminated to the board and the concessionaire community in the Juneau area (per your 12/3 policy statement), as well as the review and comment process.
 - c. The JNU DBE plan has an incredibly far-reaching impact on the community and small businesses in JNU – what is the purpose of the hasty and stealth attempts to implement

and update it, especially in light of the pending Flying Squirrel issue, with a vacancy for the Deputy Airport Manager position, and immediately prior to your scheduled retirement?

- d. There will likely be more follow up questions about this, I presume not just from me but the Board as well, but this will give us a good start.
5. "This is all based on the fees paid as well." What is this in reference to and what does this mean?

I look forward to your response, ideally prior to the Board meeting tomorrow so that there is an opportunity for a meaningful discussion and follow-up questions, both for the Board as well as the participating public.

Thank you,

From: Patty Wahto <Patty.Wahto@jnuairport.com>
Sent: Tuesday, December 10, 2024 5:30 PM
To: Simonyan, Tereza <tsimonyan@buchalter.com>; Angelica Lopez-Campos <Angelica.Lopez-Campos@jnuairport.com>
Cc: Sherri Layne <Sherri.Layne@juneau.gov>
Subject: RE: FAA Non Objection Letter - Flying Squirrel

Hi Tereza.

Unfortunately, the information required are a bit more complex and take time especially the ALP and Exhibit A. And the fees/fair market value are established by agreement of concession fees. Our concession fees are what establish rates (no less than fair market). I cannot do the lease amendment until the ALP and Ex A are completed. We have to hire a consultant to do this (these are legal federal documents), which will have to be passed on to Seaplanes. The other big item on the letter is the ACDBE program. Submittals and reports are required from the vendor. I don't know if they have filed for DBE or know of this program including subs (where they buy products/what vendor and percentage of business that is DBE), but it will have report requirements. Our ACDBE plan is on line, but getting ready to update goals. This is all based on the fees paid as well.

You have provided the date, but we will also need square footage of the concession.

Thank you,

Patty
Patty Wahto
Airport Manager
Juneau International Airport
Office (907) 789-7821
EMAIL: Patty.Wahto@jnuairport.com

From: Simonyan, Tereza <tsimonyan@buchalter.com>
Sent: Tuesday, December 10, 2024 3:23 PM
To: Patty Wahto <Patty.Wahto@jnuairport.com>; Angelica Lopez-Campos <Angelica.Lopez-Campos@jnuairport.com>
Cc: Sherri Layne <Sherri.Layne@juneau.gov>
Subject: FW: FAA Non Objection Letter - Flying Squirrel

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Dear Patty and Angelica,

We are thrilled to have received the FAA's 'signed non-objection letter for the Flying Squirrel coffee shop.' Sherri suggested that I reach out to you directly about the outstanding tasks.

As Letter of Non-Objection states, the FAA does not issue consents or approvals in these situations, but fortunately Molly has done a great job providing us with a clear roadmap to the finish line:

1. The first condition is to amend the Airport Lease and add Flying Squirrel's non-aero use in the tenant's authorized uses section. Happy to take the first crack at drafting the amendment for City counsels' review, this would take 5 minutes to complete.
2. Next, the rent must be updated to be the 'fair market value rent' paid to the Airport for non-aero use. This should also be a simple mathematical calculation based on the Airport Board's established rates in the CBJAC, which rates are updated from time to time to stay consistent with FMV, and which are codified here: 07 CBJAC 10.020(e)(2).
3. The FAA also states that the rent adjustment should be retroactive to the 'date of the installation of the coffee shop.' The coffee shop was installed in April 2024. I can prepare a spreadsheet of the final calculations for the Airport Board's review, again this is going to be simple arithmetic.
4. The Airport must update the Airport Layout Plan. Unfortunately I'm not sure how I can be of help here, but please let me know if there is any information I can provide that would assist in the process. This must be completed within 90 days of December 3, per the letter.

These are all the outstanding action items that I can glean from the FAA's Letter of Non-Objection. We'd like to help you and the Airport Board with these tasks to the best of our ability, realizing that you must have a long to-do list of more important airport matters than a little coffee stand, especially in light of the recent resignation of your Deputy Airport Manager and your upcoming retirement (BTW – Congratulations!)

Please feel free to reach out any time by email or phone (cell number is best: 206-239-8227). Or if this is something that is better handled in person or at the next Airport Board meeting, please let me know and I'll make arrangements.

Thank you, and we look forward to putting this issue behind us in an efficient and expeditious manner.

Tereza

ATTACHMENT TO EMAIL SENT BY TEREZA SIMONYAN

Dear Ms. Fierro,

Please accept this letter requesting approval for a coffee stand currently operating at our Airport.

The Airport supports a coffee stand as a benefit to our travelers and community. We appreciate the guidance in your previous correspondence regarding the approval process. The Airport has been working with Kalinin Facilities, LLC dba Alaska Seaplanes (“Alaska Seaplanes”), and the operator of the coffee stand – Barista LLC dba Flying Squirrel (“Flying Squirrel”). They have agreed to make certain adjustments to the relevant documents, in accordance with the Airport and FAA requirements, as detailed in this proposal for FAA approval. The following enclosures have been provided to the Airport by Seaplanes; the Airport supports the process of review and will comply with all FAA requirements.

Consistent with your instructions, we are directing this proposal to the civil rights division of the FAA (Airport Concessions DBE), for preliminary review and approval prior to the FAA’s final approval.

Flying Squirrel is currently the only option for early morning/weekend travelers to purchase a pre-flight coffee pre-security. JNU and Seaplanes look forward to the FAA’s prompt review.

Please do not hesitate to reach out with any follow up questions or additional supporting records for the information submitted in this proposal.

Patricia K Wahto 10/2/2024
Patty Wahto, Airport Manager

Enclosures Provided By Seaplanes:

- A. Information Pertinent to FAA Civil Rights Division Review
- B. Airport Manager’s Authorization of Non-Aviation Equipment
- C. Amendment of Flying Squirrel License Agreement

APPENDIX A – Information Pertinent to FAA Civil Rights Division Review**1. Flying Squirrel/Terra Peters meet the eligibility requirements for ACDBE under 49 C.F.R. Part 23:**

Flying Squirrel is a prime example of a business that the ACDBE program is intended to promote.

Flying Squirrel is a 100% woman-owned business. Terra Peters, the sole owner, is a single mother, a born and raised Juneanite, and committed to creating an inclusive and supportive workplace. The majority of her staff consists of women, many Alaska Natives, including those who have not pursued post-secondary education. Her employees include unmarried women and women attending school, who often have limited availability due to academic commitments or childcare responsibilities. Flying Squirrel serves as a temporary stepping stone for these women, while also fostering an environment that offers opportunities for long-term employment and personal growth.

Flying Squirrel also meets the balance of the eligibility requirements of the DOT eligibility guidelines under 49 C.F.R. Part 23:

- Terra Peters possesses exclusive control over the direction of the management and policies of Flying Squirrel. She has been operating a coffee stand since 2009, has managed to turn a startup into a beloved institution in the Juneau area, demonstrating her overall understanding, and her managerial and technical competence and experience;
- Flying Squirrel qualifies as a small business by applicable SBA standards;
- Flying Squirrel does not have annual gross receipts in excess of the DBE/ACDBE size limits;
- Terra Peters' personal net worth is less than \$1.32 million;
- Flying Squirrel is not affiliated with any other business, its independence and control are entirely with Terra Peters.

2. Selection Process:

Alaska Seaplanes engaged in a thorough process in seeking out and selecting a qualified operator. Alaska Seaplanes initially solicited three coffee businesses in Juneau (Grind, Heritage Coffee, and Flying Squirrel) with a proposal to operate a coffee stand in Alaska Seaplanes' private cargo facility. Flying Squirrel was the only business that expressed interest in this opportunity after touring the coffee stand area, which Alaska Seaplanes had constructed consistent with the specifications and design plans approved by JNU.

Flying Squirrel is currently the only option for early morning/weekend travelers to purchase a pre-flight coffee at JNU. The only other coffee vendor at JNU, Tailwind Airport Concessions.

Notably, Tailwind Airport Concessions has expressed support for Flying Squirrel's operations in public social media posts.

3. Applicability of ACDBE Requirements to Flying Squirrel:

While Flying Squirrel clearly meets the ACDBE eligibility requirements, JNU acknowledges Alaska Seaplanes' contention that ACDBE requirements are not applicable to the circumstances of Flying Squirrel because it is not a concessionaire under the U.S. Department of Transportation's ACDBE regulations (49 CFR Part 23).

Flying Squirrel is a non-concessionaire under Part 23 because:

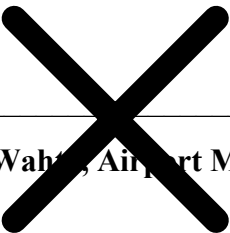
- a. The term "concessionaire" has a 3-prong definition under the ACDBE regulations: (i) a business located at a primary airport that receives FAA financial assistance (ii) engaged in the sale of consumer goods or services to the public (iii) under an agreement with the airport sponsor (CBJ), another concessionaire, or a terminal owner or lessee other than the airport sponsor. 49 CFR § 23.3.
- b. Flying Squirrel does not meet the third prong because the agreement governing Flying Squirrel's activities in Alaska Seaplane's facility (i.e. License Agreement) is neither with CBJ, another concessionaire, or a terminal owner or lessee. The governing agreement (i.e. License Agreement) is between Flying Squirrel and Alaska Seaplanes. Alaska Seaplanes, by definition, is not a concessionaire (as the ACDBE regulations expressly exclude scheduled air carriers in their normal passenger or freight carrying capacities. 49 CFR § 23.3); and Alaska Seaplanes' facility is not a "terminal" for purposes of the ACDBE regulations.
- c. "[A]n airport passenger terminal is a building or complex of buildings that serve as the interface between aircraft, travelers, and landside transportation elements." FAA Advisory Circular 150/5360-13A, "Airport Terminal Planning" (July 13, 2018), at § 6.3.1. Alaska Seaplanes facility is not a terminal because:
 - i. Passengers at JNU are not boarded from or deplaned into Alaska Seaplanes' facility. In fact, the opposite is true: Alaska Seaplanes departing passengers check in at the JNU passenger terminal; and after landing they pass through the JNU passenger terminal to exit the airport.
 - ii. The fact that a walkway connects the JNU passenger terminal to Alaska Seaplanes' facility does not convert the latter into a portion or continuation of the passenger terminal.
 - iii. CBJ has never considered the facility to be a passenger terminal, whether for federal airport improvement program purposes or otherwise. Indeed, the lease between CBJ and Alaska Seaplanes repeatedly refers to Alaska Seaplanes' facility and the JNU passenger terminal as two separate and distinct locations.

APPENDIX B – Airport Manager’s Written Approval of Non-Aviation Equipment

Flying Squirrel utilizes the following equipment in connection with its operations:

- 1 Espresso Machine (220 volt)
- 2 coffee grinders
- 2 blenders
- 3 refrigerators
- 1 refrigerated goods display

The Airport Manager has inspected the equipment, believes that it is safe and suitable for use at the premises, and hereby provides a written approval of the utilization of such non-aeronautical equipment at the premises.



Patty Wahler, Airport Manager

I have not inspected and cannot sign.
PW

Appendix C - Amendment of Flying Squirrel License Agreement

Alaska Seaplanes and Flying Squirrel have amended the License Agreement to include all contract provisions required for Obligated Sponsors. The amended License Agreement is enclosed with this Appendix D.

Dear Ms. Fierro,

Please accept this letter requesting approval for a coffee stand currently operating at our Airport.

The Airport supports a coffee stand as a benefit to our travelers and community. We appreciate the guidance in your previous correspondence regarding the approval process. The Airport has been working with Kalinin Facilities, LLC dba Alaska Seaplanes (“Alaska Seaplanes”), and the operator of the coffee stand – Barista LLC dba Flying Squirrel (“Flying Squirrel”). They have agreed to make certain adjustments to the relevant documents, in accordance with the Airport and FAA requirements, as detailed in this proposal for FAA approval. The following enclosures have been provided to the Airport by Seaplanes; the Airport supports the process of review and will comply with all FAA requirements.

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Patricia K Wahto 10/2/2024
Patty Wahto, Airport Manager

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- B. Airport Manager’s Authorization of Non-Aviation Equipment
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Flying Squirrel also meets the balance of the eligibility requirements of the DOT eligibility guidelines under 49 C.F.R. Part 23:

- Terra Peters possesses exclusive control over the direction of the management and policies of Flying Squirrel. She has been operating a coffee stand since 2009, has managed to turn a startup into a beloved institution in the Juneau area, demonstrating her overall understanding, and her managerial and technical competence and experience;
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Flying Squirrel is a non-concessionaire under Part 23 because:

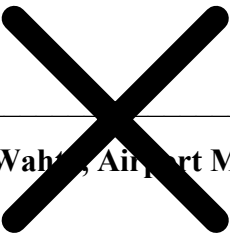
- a. The term “concessionaire” has a 3-prong definition under the ACDBE regulations: (i) a business located at a primary airport that receives FAA financial assistance (ii) engaged in the sale of consumer goods or services to the public (iii) under an agreement with the airport sponsor (CBJ), another concessionaire, or a terminal owner or lessee other than the airport sponsor. 49 CFR § 23.3.
- b. Flying Squirrel does not meet the third prong because the agreement governing Flying Squirrel’s activities in Alaska Seaplane’s facility (i.e. License Agreement) is neither with CBJ, another concessionaire, or a terminal owner or lessee. The governing agreement (i.e. License Agreement) is between Flying Squirrel and Alaska Seaplanes. Alaska Seaplanes, by definition, is not a concessionaire (as the ACDBE regulations expressly exclude scheduled air carriers in their normal passenger or freight carrying capacities. 49 CFR § 23.3); and Alaska Seaplanes’ facility is not a “terminal” for purposes of the ACDBE regulations.
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Patty Wahler, Airport Manager

I have not inspected and cannot sign.
PW

Appendix C - Amendment of Flying Squirrel License Agreement

Alaska Seaplanes and Flying Squirrel have amended the License Agreement to include all contract provisions required for Obligated Sponsors. The amended License Agreement is enclosed with this Appendix D.

ATTACHMENT #1

Section I, Item 3.

Budget FY26 Revised EXPENSES

ADMIN	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Admin	560500101	5110-	(Salaries	555,276	577,295	1,052,500	552,639	1,070,800	1,059,872
Admin	560500101	5111-	(Overtime		89		200		
Admin	560500101	5116-	(Accrued leave	119,670	127,967		120,371		
Admin	560500101	5120-	(Benefits	296,545	315,418	525,500	294,640	534,800	523,983
Admin	560500101	5121-	(Deferred Comp Employer Match		2,434	3,600	3,631	3,600	4,465
Admin	560500101	5130-	(Workers compensation	9,600	13,000	13,200	13,200	14,200	10,700
Admin	560500101	5140-	(ENG & CBJ workforce		156	(608,200)		(620,500)	(621,800)
Admin	560500101	5200-	(Business travel						
Admin	560500101	5202-	(Travel and training						
Admin	560500101	5310-	(Telephone	8,519	8,727	10,000	10,000	10,000	10,000
Admin	560500101	5320-	(Printing	2,861	1,714	2,000	2,000	2,000	2,000
Admin	560500101	5322-	(Advertising	480	1,096	1,000	1,000	1,000	1,000
Admin	560500101	5332-	(Electricity	2,210	3,416	3,500	3,500	3,500	3,500
Admin	560500101	5335-	(Water service						
Admin	560500101	5336-	(Wastewater service						
Admin	560500101	5380-	(Dues and subscriptions	10,805	10,380	12,000	12,000	12,000	12,000
Admin	560500101	5390-	(Contractual services	60,741	35,117	25,000	61,000	25,000	55,000
Admin	560500101	5394-	(Full Cost Allocation	412,600	374,500	358,000	358,000	395,200	359,900
Admin	560500101	5453-	(Insurance premiums						
Admin	560500101	5480-	(Office supplies	741	1,546	1,500	1,500	1,500	1,500
Admin	560500101	5481-	(Postage and parcel post	134	41	400	400	400	400
Admin	560500101	5490-	(Materials and commodities	1,464	870	2,000	2,000	2,000	2,000
Admin	560500101	5494-	(Loss contingency			1,000	1,000	1,000	1,000
Admin	560500101	5496-	(Minor equipment			1,000	1,000	1,000	1,000
Admin	560500101	7005-	(Reimbursable Expense - Externa	(350)					
TOTAL		TOTAL		1,481,296	1,473,766	1,404,000	1,438,081	1,457,500	1,426,520

ATTACHMENT #1

Section 1, Item 3.

Terminal	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Terminal	560500201	5110-(Salaries	418,353	475,007	631,500	497,852	644,600	638,939
Terminal	560500201	5111-(Overtime	50,530	35,717	15,000	54,000	15,000	15,000
Terminal	560500201	5116-(Accrued leave	63,950	83,590		82,156		
Terminal	560500201	5120-(Benefits	295,070	340,169	414,600	372,778	422,500	420,287
Terminal	560500201	5121-(Deferred Comp Employer Match		5,372	6,700	5,164	6,700	9,030
Terminal	560500201	5130-(Workers compensation	6,700	9,200	9,400	9,400	10,100	7,600
Terminal	560500201	5140-(Engineering workforce						
Terminal	560500201	5202-(Travel and training						2,000
Terminal	560500201	5205-(Contractual training						
Terminal	560500201	5310-(Telephone	5,449	6,183	6,000	7,200	6,000	7,200
Terminal	560500201	5320-(Printing						
Terminal	560500201	5332-(Electricity	185,681	191,229	185,000	200,000	185,000	202,000
Terminal	560500201	5333-(Fuel oil & propane	4,906		4,000		4,000	4,000
Terminal	560500201	5334-(Refuse disposal	16,459	23,865	16,000	33,000	16,000	33,000
Terminal	560500201	5335-(Water service	5,206	5,341	6,000	6,000	6,000	6,000
Terminal	560500201	5336-(Wastewater service	19,622	20,094	20,000	20,000	20,000	20,000
Terminal	560500201	5340-(Repairs	29,622	6,727	35,000	53,000	35,000	35,000
Terminal	560500201	5344-(Maintenance - buildings	182,103	13,297	8,000	8,000	8,000	8,000
Terminal	560500201	5370-(Spec & Prop	110,648	125,889	134,600	134,600	144,400	128,300
Terminal	560500201	5390-(Contractual services	165,485	257,820	220,000	220,000	220,000	220,000
Terminal	560500201	5480-(Office supplies	258					
Terminal	560500201	5490-(Materials and commodities	213,889	179,767	153,200	180,000	128,200	172,800
Terminal	560500201	5494-(Loss contingency			1,000	1,000	1,000	1,000
Terminal	560500201	5496-(Minor equipment			55,000	30,000	40,000	45,000
Terminal	560500201	5510-(Vehicles and equipment	9,108	19,210	9,000	0	20,000	20,000
TOTAL		TOTAL		1,783,037	1,798,476	1,930,000	1,914,150	1,932,500	1,995,156

ATTACHMENT #1

Section 1, Item 3.

Airfield	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Airfield	560500301	5110-	(Salaries	762,858	805,085	1,246,100	882,938	1,263,000	1,304,613
Airfield	560500301	5111-	(Overtime	143,722	138,805	200,000	200,000	200,000	200,000
Airfield	560500301	5116-	(Accrued leave	106,663	96,209		77,964		
Airfield	560500301	5120-	(Benefits	515,285	494,566	809,000	548,594	820,600	778,982
Airfield	560500301	5121-	(Deferred Comp Employer Match		8,628	15,600	10,388	15,600	13,345
Airfield	560500301	5130-	(Workers compensation	16,900	23,200	23,500	23,500	25,300	19,000
Airfield	560500301	5140-	(Engineering workforce			(462,500)		(462,500)	(418,300)
Airfield	560500301	5150-	(CBJ OH						
Airfield	560500301	5200-	(Business travel	240					
Airfield	560500301	5202-	(Travel and training			3,600		3,600	3,600
Airfield	560500301	5310-	(Telephone	6,090	6,361	5,000	6,000	5,000	6,000
Airfield	560500301	5332-	(Electricity	133,528	116,696	136,500	120,000	136,500	125,000
Airfield	560500301	5333-	(Fuel oil & propane	81,721	52,878	30,000	40,000	30,000	45,000
Airfield	560500301	5334-	(Refuse disposal	12,637	2,690	5,000	9,000	5,000	9,000
Airfield	560500301	5335-	(Water service	13,861	14,246	15,000	15,000	16,000	16,000
Airfield	560500301	5336-	(Wastewater service	67,904	81,887	45,000	82,000	45,000	82,000
Airfield	560500301	5340-	(Repairs	51,884	27,543	55,000	55,000	55,000	55,000
Airfield	560500301	5344-	(Maintenance - buildings	49,925	0	4,000	4,000	4,000	4,000
Airfield	560500301	5360-	(Equipment rentals	47,613	94,316	25,000	30,000	25,000	30,000
Airfield	560500301	5362-	(Fleet replacement reserve	30,000	30,000	60,000	60,000	60,000	60,000
Airfield	560500301	5370-	(Spec & Prop	221,195	251,878	269,300	269,300	288,600	256,300
Airfield	560500301	5375-	(General Liab, Auto & EE Pract	7,200	4,900	4,600	4,600	4,800	1,300
Airfield	560500301	5390-	(Contractual services	628,765	1,375,767	376,000	387,000	358,000	381,000
Airfield	560500301	5392-	(Management and consultant fee:	210,924	197,009	215,000	230,000	215,000	235,000
Airfield	560500301	5480-	(Office supplies	5,488	4,951	5,000	5,000	5,000	5,000
Airfield	560500301	5490-	(Materials and commodities	1,271,684	1,343,342	1,250,600	1,250,600	1,352,600	1,352,600
Airfield	560500301	5492-	(Gasoline and oil	110,949	133,499	130,000	130,000	130,000	130,000
Airfield	560500301	5496-	(Minor equipment	3,173	0	2,500	2,500	2,500	2,500
Airfield	560500301	5510-	(Vehicles and equipment	48,715	10,000		18,800	0	0
Airfield	560500301	5690-	(Construction	271,865	211,397	0	0	0	0
TOTAL		TOTAL		4,825,039	5,531,851	4,468,800	4,462,184	4,603,600	4,696,940

ATTACHMENT #1

Section 1, Item 3.

ARFF	Accounting Acct		FY2023	FY2024	FY2025	FY2025	FY2026	FY2026
	Unit	Code Account Description	Actuals	Actuals	Amended	Projected	Approved	Revised
ARFF	560500401	5202-(Travel and training	22,740	33,363	62,600	62,600	54,700	57,300
ARFF	560500401	5310-(Telephone	1,774	1,845	1,800	1,800	1,800	1,800
ARFF	560500401	5330-(Rental		12,000	24,000	24,000	24,000	24,000
ARFF	560500401	5332-(Electricity	9,605	10,510	9,900	25,500	9,900	25,500
ARFF	560500401	5333-(Fuel oil & propane	28,611	25,270	31,800	400	31,800	500
ARFF	560500401	5334-(Refuse disposal	2,681	2,382	2,900	2,600	3,000	2,600
ARFF	560500401	5335-(Water service	399	388	500	500	500	500
ARFF	560500401	5336-(Wastewater service	1,511	1,465	1,600	1,500	1,700	1,500
ARFF	560500401	5340-(Repairs	13,785	13,297	25,200	25,200	25,200	25,200
ARFF	560500401	5344-(Maintenance - buildings						
ARFF	560500401	5345-(Building Maint Division Charges	27,800	29,100	32,400	32,400	34,700	29,700
ARFF	560500401	5380-(Dues and subscriptions	540	205	300	1,900	300	1,900
ARFF	560500401	5390-(Contractual services	1,064,800	1,206,854	1,358,500	1,358,500	1,365,300	1,330,800
ARFF	560500401	5488-(Uniforms and safety equipment	172	4,984	5,000	5,000	5,000	5,000
ARFF	560500401	5490-(Materials and commodities	620	243	2,000	2,000	2,000	2,000
ARFF	560500401	5491-(Safety programs and equipment						
ARFF	560500401	5492-(Gasoline and oil	5,000	5,000	5,000	5,000	5,000	5,000
ARFF	560500401	5493-(Chemicals	4,994	6,594	5,000	5,000	5,000	7,500
ARFF	560500401	5496-(Minor equipment	17,356	35,761	32,000	32,000	32,000	32,000
TOTAL		TOTAL	1,202,390	1,389,261	1,600,500	1,585,900	1,601,900	1,552,800

ATTACHMENT #1

Section 1, Item 3.

Security	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Security	560500501	5110-	Salaries				32,374		80,935
Security	560500501	5120-	Benefits				21,170		52,926
Security	560500501	5310-	Telephone	1,283	1,330	1,300	1,300	1,300	1,300
Security	560500501	5370-	Spec & Prop	36,916	41,996	44,900	44,900	48,200	42,700
Security	560500501	5390-	Contractual services	767,162	907,305	1,016,600	1,000,700	1,020,200	1,057,100
Security	560500501	5392-	Management and consultant fees	10,000	12,000	10,000	10,000	10,000	10,000
Security	560500501	5489-	Uniform and tool allowance			6,500	6,500	6,500	6,500
Security	560500501	5490-	Materials and commodities	6,270	9,476	6,000	6,000	6,000	6,000
TOTAL		TOTAL		821,632	972,108	1,085,300	1,122,944	1,092,200	1,257,461

Landside	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Landside	560500801	5332-	Electricity	1,159	1,097	1,300	1,300	1,300	1,300
Landside	560500801	5350-	Landscape Division Charges	29,000	44,100	39,400	39,400	46,800	15,400
TOTAL		TOTAL		30,159	45,197	40,700	40,700	48,100	16,700

PFAS	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
PFAS	560501301	5390-	Contractual services	16,589	0	20,000	20,000	20,000	20,000

AIRPORT TOTAL OPERATING EXPENSES: 10,160,142 11,210,659 10,549,300 10,583,959 10,755,800 10,965,577

ATTACHMENT #1

Section 1, Item 3.

Non-Ops	Accounting Unit	Acct Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
Non-Dept	560010101	5950-32	Transfers Out - JIA GO Bond debt svc	660,300	657,100	-	-	-	-
Non-Dept	560010101	5950-46	Transfers Out - Airport projects		822,066				
Debt Serv	560500601	5810	Principal	2,175,000	2,285,000	2,395,000	2,395,000	2,515,000	2,515,000
Debt Serv	560500601	5820	Interest and service charges	158,950	120,269	110,100	110,045	68,400	68,413
Subtotal:				2,994,250	3,884,435	2,505,100	2,505,045	2,583,400	2,583,413
TOTAL CBJ spreadsheet				13,154,392	15,095,094	13,054,400	13,089,004	13,339,200	13,548,990

ATTACHMENT #2

Budget FY26 Revised REVENUES

Accntint Unit	Account Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
NON-DEPT	4720-0000	Bad debts combo cost cente	(34)	4,421				
NON-DEPT	4799-0000	Miscellaneous revenue	(1,431)					
NON-DEPT	4800-0000	Interest income	(56,871)	(29,961)	(87,200)	(44,400)	(90,500)	(38,600)
NON-DEPT	4800-0402	AR interest and fines	(3,884)	(1,326)		(2,000)		(2,000)
NON-DEPT	4800-0403	UB Fin Chg Rev	(218)	(230)				
NON-DEPT	4950-0460	Airport projects		(14,620)	-			
ADMIN	4013-0000	State shared revenues	(76,565)	(57,554)	(90,000)	(90,000)	(90,000)	(90,000)
ADMIN	4300-0036	Fingerprinting Fees	(8,400)	(13,150)	(18,000)	(15,000)	(18,000)	(15,000)
ADMIN	4300-0037	Badging Fees	(43,620)	(68,890)	(60,000)	(70,000)	(60,000)	(70,000)
ADMIN	4300-0038	Taxi, Bus Access Fees	(67,194)	(117,608)	(75,000)	(117,600)	(75,000)	(117,600)
ADMIN	4340-0007	Water Services	(21,695)	(23,849)	(23,000)	(23,000)	(23,000)	(23,000)
ADMIN	4340-0008	Sewer Services	(67,349)	(74,769)	(72,500)	(72,500)	(72,500)	(72,500)
ADMIN	4799-0000	Miscellaneous revenue	(1,480)	(12,124)	(500)		(500)	
AIRFIELD	4300-0029	Fuel Flowage Air Carrier	(633,275)	(884,970)	(1,125,600)	(1,125,600)	(1,125,600)	(1,125,600)
AIRFIELD	4300-0031	Air carrier Landing Fees	(2,248,968)	(2,837,882)	(3,273,900)	(3,118,500)	(3,273,900)	(3,118,500)
AIRFIELD	4300-0032	Commercial Aircraft Parking	(1,860)	(11,897)	(130,700)	(140,540)	(130,700)	(127,500)
AIRFIELD	4300-0033	Transient Fees	(400)					
AIRFIELD	4300-0043	Small Aircraft Parking/Tiedo	(49,924)	(48,396)	(39,800)	(49,000)	(39,800)	(49,000)
AIRFIELD	4300-0044	Fuel Flowage GA and Taxi	(209,107)	(314,387)	(352,300)	(365,400)	(352,300)	(365,400)
AIRFIELD	4300-0045	Fuel Flowage Non-Signatory	(126,722)	(220,438)	(147,300)	(169,100)	(147,300)	(169,100)
AIRFIELD	4300-0046	Landing Fees Non-Signatory	(86,219)	(87,195)	(105,600)	(94,700)	(105,600)	(94,700)
AIRFIELD	4300-0048	Air Carrier Security Fee (AK A	(305,141)	(726,342)	(872,700)	(919,324)	(872,700)	(919,324)
AIRFIELD	4549-0001	Fuel Sales/ARFF Budgeted A	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
AIRFIELD	4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
AIRFIELD	4550-0011	Airfield Ground Leases	(507,474)	(598,848)	(1,164,200)	(1,029,700)	(1,164,200)	(1,258,800)
AIRFIELD	4799-0000	Miscellaneous revenue	4,186		-			
SECURITY	4037-0001	TSA LEO Reimb	(74,900)	(148,000)	(127,700)	-	(127,700)	-
PFAS	4799-0000	Miscellaneous revenue						
TERMINAL	4300-0030	Jetway Use (Jetbridge 5 & 2 s	-		(126,000)	(112,000)	(126,000)	(112,000)
TERMINAL	4300-0039	FAA Tower/Equip Rm	(22,014)	(213,804)	(117,900)	(131,200)	(117,900)	(131,200)
TERMINAL	4300-0040	Advertising Display	(76,429)	(175,582)	(86,000)	(139,600)	(86,000)	(139,600)
TERMINAL	4300-0041	Customs Fees	(124)	(80)	(100)		(100)	
TERMINAL	4420-0000	Fee revenues CAR RENTAL	(686,716)	(653,357)	(600,000)	(653,400)	(600,000)	(653,400)
TERMINAL	4420-0002	Vending revenue	(46,449)	(50,087)	(52,000)	(52,000)	(52,000)	(52,000)
TERMINAL	4450-0001	Minor Violations	(825)	(650)	(2,000)	(1,500)	(2,000)	(1,500)
TERMINAL	4550-0000	Facility rental revenue	(3,650)	(2,215)	(1,500)	(2,200)	(1,500)	(2,200)
TERMINAL	4550-0001	Federal Terminal Lease	(28,837)	(28,362)	(29,000)	(28,400)	(29,000)	(28,400)
TERMINAL	4550-0003	Parking Lot Lease	(451,371)	(285,840)	(480,000)	(400,000)	(480,000)	(480,000)
TERMINAL	4550-0004	Air Carrier Terminal Lease (p	-		(803,700)	(788,000)	(803,700)	(788,000)
TERMINAL	4550-0005	Rental Car Storage	(107,525)	(151,275)	(125,000)	(151,300)	(125,000)	(151,300)
TERMINAL	4550-0006	Other Terminal Leases (ATM	(28,366)	(31,821)	(152,000)	(102,000)	(152,000)	(102,000)
TERMINAL	4550-0007	Rest., Bar, Flight Kitchen (Cc	(155,650)	(161,910)	(165,000)	(161,900)	(165,000)	(161,900)
TERMINAL	4550-0008	Gift Shop (Concessions)	(10,229)	(13,263)	(27,500)	(27,500)	(27,500)	(27,500)
TERMINAL	4550-0009	Staff Parking Fees	(47,053)	(60,510)	(55,000)	(60,500)	(55,000)	(60,500)
TERMINAL	4799-0000	Miscellaneous revenue	-	(540)	(1,000)		(1,000)	
TOTAL OPERATING REVENUES:			(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,565,124)

ATTACHMENT #3

EXPENSE - REVENUE SUMMARY FY26 Revised Budget

	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
OPERATING:						
EXPENSES	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
REVENUES	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,565,124)
EXP/REV SHORTFALL /(OVERAGE)	3,889,359	3,076,348	(57,400)	309,094	145,800	400,453

ATTACHMENT #4 SCENARIO A

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Adoption of Title 07, Juneau International Airport Chapter 10, Rates and Fees

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, THE MANAGER AND THE JUNEAU INTERNATIONAL AIRPORT BOARD HEREBY PROPOSES TO ADOPT THE FOLLOWING AMENDMENT TO REGULATIONS WHICH SUPERCEDE AND REPLACE THOSE REGULATIONS ADOPTED BY THE ASSEMBLY EFFECTIVE JULY MAY 1, 2024 2025, UNLESS OTHERWISE NOTED:

Section 1. Authority. These regulations are adopted pursuant to CBJ 01.60 and CBJ 05.01.080.

Section 2. Amendment of Regulations. The City and Borough of Juneau Administrative Code is amended by the adoption of a new Title 07, Chapter 10, reading:

07 CBJAC 10.020 Rates and Fees. The following are rates and fees established by the Airport Board. These rates and fees may be subject to change by amendment and may be subject to City and Borough of Juneau Sales Tax.

(a) Fuel Flowage Fees. For sales of aviation fuel and aviation fuel delivery services at the Juneau International Airport, the following fees shall apply:

(1) Signatory.

(A) Aircraft with maximum certificated gross weight of 12,500 lbs. or less shall pay fuel flowage fee of \$0.33, 345 per gallon.

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(B) Aircraft with maximum certificated gross weight of more than 12,500 lbs. shall pay fuel flowage fee of \$0.30 per gallon, effective May 1, 2024.

(2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee of \$0.41, 43 per gallon, effective May 1, 2024.

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(3) Exemption to Fuel Flowage Fees: The Civil Air Patrol (CAP) shall be exempt from Fuel Flowage Fees on missions, practice missions and fuel purchased in bulk by the CAP.

(b) Landing Fees. Landing Fees shall be based on maximum take-off weight as certified by the FAA, for all types of aircraft whether empty or loaded, as follows:

(1) Signatory.

Deleted: 2024

Juneau International Airport Rates and Fees Regulation 07/01/2024 2025, unless otherwise noted

ATTACHMENT #4 SCENARIO A

- (A) Under 12,500 lbs., no fee.
- (B) 12,500 lbs. and over, ~~\$3.34~~ **3.50** per 1,000 lbs., or any fraction thereof, effective May 1, 2024.
- (C) Exemptions to signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.

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(2) Non-Signatory.

- (A) Under 12,500 lbs., no fee.
- (B) 12,500 lbs. and over: ~~\$4.18~~ **4.38** per 1,000 lbs., or any fraction thereof, effective May 1, 2023.
- (C) Exemptions to non-signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.

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(c) **Air Carrier Terminal Lease Rates.**

- (1) Signatory. Terminal rental rates for air carriers are established by the Airport Board. Lease of terminal space preference shall be given to air carriers. The rates are per Square Foot, Annually, as follows:

Space Type	Rate
Counter (North Wing) plus 7 feet	\$ 31.00
Counter (East Wing)	\$ 39.04
Office (North Wing)	\$ 28.19
Office (East Wing)	\$ 31.45
Office (Admin East)	\$ 31.45
Baggage Claim (Public)	\$ 31.45
Storage/Bag Make Up (Covered Bag Well)	\$ 25.05
Storage/Frt Rm (North Wing)	\$ 25.05
Canopy Storage (North Wing)	\$ 15.58
Hold Room/ Departure Lounge	\$ 39.04

Jetbridge/Passenger Boarding Bridge
(Airport –owned) at Gate 2 & Gate 5 \$3,500/month

Deleted: 2024

Juneau International Airport
Rates and Fees Regulation 07/01/2024-~~2025~~, unless otherwise noted

ATTACHMENT #4

SCENARIO A

(2) Non-Signatory.

(A) For non-signatory air carriers requiring the use of the terminal for one-time or occasional use (up to four times per month), the following fee schedule shall apply:

Wide Body Jets:	\$1,500 per use or turn
Narrow Body Jets:	\$1,000 per use or turn
Regional Prop (greater than 12,500 lbs.)	\$175 per use or turn
Small carrier (12,500 lbs. or less)	\$50 per use or turn

(B) Wide Body and Narrow Body jet use of the terminal shall be limited to departure lounge, available counter space, available jetway, bag claim, bag make-up and public circulation areas. Regional prop aircraft and small carrier use of terminal shall be limited to available counter space and public circulation area. Other non-signatory fees for airside use shall apply, such as landing fees, fuel flowage fees and parking or gate use also apply.

(C) Terminal Space rent shall be charged at 25% more than the published Signatory rate.

(d) Aircraft Parking Fees.

(1) Assigned Parking per Month. Fees for all types of aircraft, regardless of size or weight, per month or any fraction thereof, for parking or tiedown privileges in areas designated by the Airport Manager are as follows:

(A) Overnight parking at Air Carrier gate	\$1,000
(B) Main Ramp, >12,500 lbs.	\$750
(C) Air Taxi (small box)	\$90
(D) Air Taxi (large box)	\$125
(E) Hard-surfaced parking areas	\$75
(F) Gravel-surfaced parking areas	\$60
(G) Privately-owned seaplane floats (North & South)	\$110
(H) Airport-owned seaplane floats(North & South)	\$180
(I) Privately-owned seaplane floats (West Finger)	\$180

Seaplane floats fee based on 8 months of use/fees annually.

(2) Transient Parking. The parking fee for transient aircraft is determined by the maximum take-off weight as certified by the FAA, as follows:

(A) Under 6,001 lbs. (Non-commercial)	\$15 per day
(B) Under 6,001 lbs. (Commercial)	\$50 per day
(C) 6,001 lbs. to 12,500 lbs.	\$100 per day
(D) 12,501 lbs. to 100,000 lbs.	\$250 per day

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- (E) 100,001 lbs. and over \$1,000per day/lg aircraft ramp,
per turn/terminal gate
- (F) Jetway Use Gate 2, 5 (Non-Signatory) \$1,000 per turn/use

All aircraft parking spaces are designated one aircraft per space. Any additional aircraft parked in/near/around a parking spot, or any aircraft not within an aircraft designated space will be assessed the daily transient rate for size/type of aircraft/operation.

Aircraft parking fees are assessed for the first 24 hours or any fraction thereof. Subsequent days are charged for each 24 hour period or any fraction thereof. Non-commercial aircraft are exempt for the initial two hours of aircraft parking. Rates apply to the public parking areas of the airport.

- (3) Storage Fees. Property that remains on a tiedown or other location after termination of the agreement, shall be charged a storage fee of \$200 per month, except that ownership of a dock on the float pond shall revert to the Airport if not removed upon termination of the agreement.

(e) **Land Lease Rates.** Certain property at the Juneau International Airport has been designated by the Assembly as available for airport related purposes. CBJ Chapter 05.20 "Airport Lands," provides for the administration of such property and authorizes the Airport Manager to negotiate certain leases subject to Airport Board approval, and according to certain terms provided therein. Airport land lease rates shall be according to airport land type and/or use as follows:

- (1) Land Lease Rates (all rates per square foot, annually):

- (A) Non-Commercial Airfield Land Lease \$0.57sq ft/year
- (B) Commercial Airfield Land Lease \$0.70/sq ft/year
- (C) SIDA Airfield Land Lease \$0.97/sq ft/year
- (D) Landside Non-Aviation Land Lease \$0.86/sq ft/year
- (E) 1st Right of Refusal \$0.05/sq ft/year

- (2) Non-aviation Land Lease Rates. Non-aviation land lease rates shall be set through competitive bid or other process, but shall not be less than the highest Airfield land lease rate plus 25%.

- (3) Land Lease Wait List Fees. The Juneau International Airport has established wait lists and application fees based on the land lease types and proposed construction types. Tenants wishing to apply for land lease space shall fill out an annual wait list application and pay the following annual application fees:

- (A) Commercial Leases: \$25/annually
- (B) Executive Hangar Leases: \$25/annually
- (C) T-Hangar Leases: \$25/annually

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(f) **Rental Car Lot.** Rental car lot spaces shall be charged at the following rate:

- (1) \$100 per space, per month or any fraction thereof,

(g) **Commercial Vehicle Access Fees.** Access fees are per vehicle, per calendar year. A numerically sequenced permit/sticker is issued for each fee paid. Permit/sticker must be properly displayed and permanently affixed to the vehicle windshield prior to operating on the Airport premises. Failure to display and affix permit to the vehicle will be considered as conducting business at the airport without a valid permit. Prior year(s) permits must be removed or current year permit will be invalid. The following fee structure applies to the categories of Ground Transportation and Access users as indicated:

- (1) Ground Transportation Fees. (Taxicab, bus, airporter, courtesy van, or limo.)

	<u>1-7 PAX</u> <u>Rate</u>	<u>8-16 PAX</u> <u>Rate</u>	<u>17 or MORE</u> <u>Rate</u>
Annual	\$200.00	\$250.00	\$350.00

For each calendar year, each tour operator permitting multiple large buses, shuttles and/or vans, may purchase as many annual vehicle permits as needed to conduct business on the Airport premises and pay the actual cost of permits per vehicle in accordance with the above table, or \$10,000, whichever is less.

- (2) **Commercial Freight Pick-up/Delivery Vehicles.** Off-Airport businesses performing a commercial pick-up or delivery of freight transitting the Airport shall be required to purchase and display a Commercial Freight Pick-up/Delivery permit on their vehicle prior to conducting such business on the airport premises. The permit entitles the vehicle to free parking in the Short-Term lot during pick-up and delivery only.

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$200.00	\$50.00

- (3) **Airport Operational Area** (Commercial freight pick-up/delivery vehicles with inside the fence access.)

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$300.00	\$75.00

(h) **Boundary Crossing Fee.** Companies or businesses conducting business within the boundaries of the Airport that do not lease property on the Airport are subject to an annual boundary crossing fee. (Separate from public ground transportation access fees and commercial access delivery fees outlined in (g) above).

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Boundary Crossing Fee: \$200 minimum per year, as negotiated based on Airport land use or boundary activity

(i) **International Passenger Processing Fee.** Any passenger arriving or processed through U.S. Customs who has deplaned off of a scheduled or chartered international commercial flight will be assessed an international processing fee.

International Passenger Processing Fee: \$4 per passenger

(j) **Employee Parking Fees.**

(1) A company, business, or government agency conducting business on the Juneau International Airport, or an employee or association of employees thereof may park in the airport employee parking lot while on duty under the following terms and conditions:

- (A) Parking fees are paid in full prior to the beginning of the calendar month or fraction thereof, for which parking is desired.
- (B) A 10% discount shall be given for prepayment of an entire period as described in section (3) below.
- (C) Use of the employee parking lot for any purpose, other than parking while on duty, will forfeit access to, and fees paid for, the employee parking lot for that period.
- (D) Vehicles may not park in the employee parking lot for more than 24 hours without Airport Management approval. If an employee has been approved for extended parking, the employee must make arrangements to have the vehicle moved upon request of the Airport. Vehicles not in compliance with the subsection may be towed and impounded at the owner's expense.
- (E) Employee vehicles must be registered with Airport Management. Vehicles parked in the employee parking lot that have not been registered may be towed and impounded at the owner's expense.

(2) The rate for parking in the employee parking lot is \$50 per space per month, or any fraction thereof.

(3) There will be two rental periods per year. The first period shall be from October through April (7 months), and the second period shall be from May through September (5 months).

(4) Use of a parking space may be shared between two eligible employees and a single fee charged, provided work schedules do not overlap and/or actual use is limited at all times to a single car in the single rented space.

(k) **Concession Fees.** Concessions which operate at the airport shall be awarded through Bid process, Request for Proposal (RFP) process or as a sole responder with a Letter of Interest.

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Concession fees are established through contract negotiations, but will not be leased at a rate less than those established for Airfield/Aviation Use Land Lease Rates.

- (l) **Governmental Agency Rental Rates.** The Juneau International Airport may enter into an agreement with governmental agencies for the reimbursement of expenses incurred by the airport in providing services (which may include, but not be limited to: maintenance, utilities, supplies and janitorial services) to the “rent-free” space. The charge for such reimbursable expenses for services shall be based on the annual per square foot cost of providing such services to the entire area serviced.
- (m) **Airport Reimbursable Costs.** The Juneau International Airport may charge tenants, users or patrons of the Airport for costs associated with reimbursement of personnel costs, equipment costs or supplies for which a tenant, user or patron requests a special service which is not covered by a tenant or user agreement or is not a normally provided function of Airport operations. This may include damage to airport property for which the tenant, user or patron is responsible and whereby additional cost has been incurred by the Airport. A detailed breakdown of all costs will be provided after an emergency situation or an estimate will be supplied in advance to a request if appropriate.
- (n) **Fingerprint Fees.** For fingerprinting and electronic submission to the Federal Bureau of Investigation (FBI) for criminal history records check, the following fees shall apply:
 - (1) Employees, tenants, employees of tenants, or those employees of businesses and agencies directly working with/at the Juneau International Airport, the fingerprint fee shall be: \$75 per person.
 - (2) For all others, the fingerprint fee shall be: \$75 per person.
- (o) **Badging Fees.** For access and identification badges issued at the Juneau International Airport, the following fees shall apply:
 - (1) Security Identification Display Area (SIDA), 135 ramp (Non-SIDA), General Aviation AOA badges, or Airport Employee identification badges, the fees shall be:

(A) Initial Issuance (\$50) & Deposit (\$50)	\$100
(B) Renewal (Annual)	\$40
(C) Re-issuance for worn or damaged	\$40
(D) Lost badge	\$200
(E) Contractor Deposit	\$200
(F) Proximity Gate Card	\$15
(G) Non-Airport ID	\$50

Deposits shall only be refunded upon the timely return of an individual’s current access badge to Airport Security or Airport Administration. If a “lost” badge is later recovered, a refund may be issued, minus the fees associated with the replacement badge, only if the lost badge is of the current issuance lot (color, badge design).

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In lieu of a deposit, an employer may issue a written letter of guarantee for their employee(s). Such letter will be on company or business letterhead, signed by an authorized agent of the company or business, and guarantee that if an authorized employee of their company or business does not return a badge or loses a badge, the company or business shall be responsible for the non-returned/lost badge and remit the \$200 fee to the Airport.

(2) Proximity Cards (or gate access cards): \$15 per card / issuance

(3) Non-airport identification media : \$50 per card / issuance

(p) **Airline Fee for Airport Security Screening.** Each Air Carrier shall pay ~~\$2.69~~ 3.35/per screened enplaned passenger effective May 1, 2024, for that Air Carrier’s passengers subject to security screening and enplaning, at Juneau International Airport.

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The Non-signatory rate for Airline Fee for Airport Security Screening shall be at a rate of 25% more than the established signatory rate for Airport Security Screening Fee.

(q) **Lease Action Filing Fee.** For any Lease Action Request (Assignment, New Lease, Extension/Amendment, Collateral Assignment, Cancellation) at the Juneau International Airport. \$100/per Lease Action Request

07 CBJAC 10.030 Definitions. For purposes of this chapter, unless the context plainly requires otherwise:

“Aviation Use” means the storage, operation, maintenance, or servicing of aircraft, or a use directly ancillary to such aviation use.

“Employee” a person employed by a company, business or governmental agency and who is stationed to work at the Juneau International Airport for that company, business or agency.

“Juneau International Airport” or “Airport” means the facilities and lands owned by the City and Borough of Juneau, and designated as Airport properties, or the administration which oversees the facilities and lands at the Airport, subject to this regulation.

“Signatory” means air carriers or aircraft owners/operators who have a written lease agreement with the Airport.

“Non-Signatory” means air carriers or aircraft owners/operators who do not have a written lease agreement with the Airport. A sublease agreement does not qualify at the “signatory” rate.

“Commercial Land” means that area of the Airport which is designed for businesses and commercial activity, but may be leased to private individuals at the commercial rate.

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“Landside Non-Aviation Land” means that area of the Airport which is outside the airfield perimeter fence, and designated for any non-aviation related use.

“Non-Commercial Land” means that area of the Airport which is designed for private, non-business activities, but may be leased to commercial businesses at the commercial rate.

“SIDA Land” (or Security Identification Display Area) means that area of the Airport which is designated for SIDA activities/business, pursuant to 49 CFR 1500 series.

“Transient Aircraft” at the Airport means an aircraft that is not assigned to a permanent parking space, that is not subject to a written parking agreement with the Airport, that is not parked in its assigned permanent parking space, or that is double parked in an aircraft parking space.

“Undeveloped Land” means raw land that has not been filled to grade or been permitted for development.

Section 3. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on _____, ~~2025~~, which is not less than 21 days before the date of adoption of these regulations as set forth below.

Deleted: March
Deleted: 2024

Adoption by Agency

After considering all relevant matter presented to it, the agency hereby amends these regulations as set forth above. The agency will next seek Assembly review and approval.

Date: _____

Yvette Soutiere, Chairman
Juneau International Airport Board

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Legal Review

These regulations have been reviewed and approved in accordance with the following standards set forth in CBJ 01.60.250:

- (1) Consistency with federal and state law and with the charter, code, and other municipal regulations;
- (2) The existence of code authority and the correctness of the required citation of code authority; and
- (3) Its clarity, simplicity of expression, and absence of possibility of misapplication.

Date: _____

Sherri Layne
Municipal Attorney

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Assembly Review

These regulations were presented to the Assembly at its meeting of _____. They were adopted by the Assembly.

Date: _____

Elizabeth J. McEwen, Municipal Clerk

Filing with Clerk

I certify, as the clerk of the City and Borough of Juneau, that the following statements are true:

1. These regulations were accepted for filing by the office of the clerk at ____:____ a.m./p.m. on the ____ day of _____, _____.
2. After signing I will immediately deliver or cause to be delivered copies of this regulation to the attorney and the director of libraries.
3. A permanent file of the signed originals of these regulations will be maintained in this office for public inspection.
4. Effective date shall be the seventh day after the date of filing with the clerk, per CBJ 01.60.330, or later, as noted in the regulation.

Date: _____

Elizabeth J. McEwen, Municipal Clerk

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SCENARIO A

ATTACHMENT #5

Budget FY26 Revised REVENUES (WITH PROPOSED INCREASES)

Account Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
4720-0000	Bad debts combo cost center	(34)	4,421				
4799-0000	Miscellaneous revenue	(1,431)					
4800-0000	Interest income	(56,871)	(29,961)	(87,200)	(44,400)	(90,500)	(38,600)
4800-0402	AR interest and fines	(3,884)	(1,326)		(2,000)		(2,000)
4800-0403	UB Fin Chg Rev	(218)	(230)				
4950-0460	Airport projects		(14,620)	-			
4013-0000	State shared revenues	(76,565)	(57,554)	(90,000)	(90,000)	(90,000)	(90,000)
4300-0036	Fingerprinting Fees	(8,400)	(13,150)	(18,000)	(15,000)	(18,000)	(15,000)
4300-0037	Badging Fees	(43,620)	(68,890)	(60,000)	(70,000)	(60,000)	(70,000)
4300-0038	Taxi, Bus Access Fees	(67,194)	(117,608)	(75,000)	(117,600)	(75,000)	(117,600)
4340-0007	Water Services	(21,695)	(23,849)	(23,000)	(23,000)	(23,000)	(23,000)
4340-0008	Sewer Services	(67,349)	(74,769)	(72,500)	(72,500)	(72,500)	(72,500)
4799-0000	Miscellaneous revenue	(1,480)	(12,124)	(500)		(500)	
4300-0029	Fuel Flowage Air Carrier	(633,275)	(884,970)	(1,125,600)	(1,125,600)	(1,125,600)	(1,125,600)
4300-0031	Air carrier Landing Fees	(2,248,968)	(2,837,882)	(3,273,900)	(3,118,500)	(3,273,900)	(3,267,100)
4300-0032	Commercial Aircraft Parking	(1,860)	(11,897)	(130,700)	(140,540)	(130,700)	(127,500)
4300-0033	Transient Fees	(400)					
4300-0043	Small Aircraft Parking/Tiedc	(49,924)	(48,396)	(39,800)	(49,000)	(39,800)	(49,000)
4300-0044	Fuel Flowage GA and Taxi	(209,107)	(314,387)	(352,300)	(365,400)	(352,300)	(382,100)
4300-0045	Fuel Flowage Non-Signatory	(126,722)	(220,438)	(147,300)	(169,100)	(147,300)	(177,300)
4300-0046	Landing Fees Non-Signatory	(86,219)	(87,195)	(105,600)	(94,700)	(105,600)	(94,700)
4300-0048	Air Carrier Security Fee (AK	(305,141)	(726,342)	(872,700)	(919,324)	(872,700)	(1,144,924)
4549-0001	Fuel Sales/ARFF Budgeted A	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
4550-0011	Airfield Ground Leases	(507,474)	(598,848)	(1,164,200)	(1,029,700)	(1,164,200)	(1,258,800)
4799-0000	Miscellaneous revenue	4,186		-			
4037-0001	TSA LEO Reimb	(74,900)	(148,000)	(127,700)	-	(127,700)	-
4799-0000	Miscellaneous revenue						
4300-0030	Jetway Use (Jetbridge 5 & 2	-		(126,000)	(112,000)	(126,000)	(112,000)
4300-0039	FAA Tower/Equip Rm	(22,014)	(213,804)	(117,900)	(131,200)	(117,900)	(131,200)
4300-0040	Advertising Display	(76,429)	(175,582)	(86,000)	(139,600)	(86,000)	(139,600)
4300-0041	Customs Fees	(124)	(80)	(100)		(100)	
4420-0000	Fee revenues CAR RENTAL	(686,716)	(653,357)	(600,000)	(653,400)	(600,000)	(653,400)
4420-0002	Vending revenue	(46,449)	(50,087)	(52,000)	(52,000)	(52,000)	(52,000)
4450-0001	Minor Violations	(825)	(650)	(2,000)	(1,500)	(2,000)	(1,500)
4550-0000	Facility rental revenue	(3,650)	(2,215)	(1,500)	(2,200)	(1,500)	(2,200)
4550-0001	Federal Terminal Lease	(28,837)	(28,362)	(29,000)	(28,400)	(29,000)	(28,400)
4550-0003	Parking Lot Lease	(451,371)	(285,840)	(480,000)	(400,000)	(480,000)	(480,000)
4550-0004	Air Carrier Terminal Lease (t	-		(803,700)	(788,000)	(803,700)	(788,000)
4550-0005	Rental Car Storage	(107,525)	(151,275)	(125,000)	(151,300)	(125,000)	(151,300)
4550-0006	Other Terminal Leases (ATM	(28,366)	(31,821)	(152,000)	(102,000)	(152,000)	(102,000)
4550-0007	Rest., Bar, Flight Kitchen (Cc	(155,650)	(161,910)	(165,000)	(161,900)	(165,000)	(161,900)
4550-0008	Gift Shop (Concessions)	(10,229)	(13,263)	(27,500)	(27,500)	(27,500)	(27,500)
4550-0009	Staff Parking Fees	(47,053)	(60,510)	(55,000)	(60,500)	(55,000)	(60,500)
4799-0000	Miscellaneous revenue	-	(540)	(1,000)		(1,000)	
TOTAL OPERATING REVENUES:		(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,964,224)

SCENARIO A

ATTACHMENT #6

(WITH PROPOSED INCREASES)

EXPENSE - REVENUE SUMMARY FY26 Revised Budget

	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
OPERATING:						
EXPENSES	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
REVENUES	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(10,964,224)
EXP/REV SHORTFALL /(OVERAGE)	3,889,359	3,076,348	(57,400)	309,094	145,800	1,353

ATTACHMENT #7

Airport OVERVIEW – in Finance’s format to be presented to the Assembly (without Rates Increases until Board approval)

Section 1, Item 4.

<i>Airport</i>					
OVERVIEW					
	FY24	FY25		FY26	FY26
	Actuals	Amended Budget	Projected Actuals	Approved Budget	Revised Budget
EXPENDITURES					
Personnel Services	\$ 3,551,900	3,895,500	3,803,000	3,949,600	4,099,600
Commodities and Services	7,416,800	6,644,800	6,762,200	6,734,800	6,846,000
Capital Outlay	230,600	9,000	18,800	20,000	20,000
Debt Service	2,407,100	2,505,100	2,505,000	2,583,400	2,583,400
Support to:					
Debt Service	657,100	-	-	-	-
Capital Projects	822,100	-	-	-	-
Total Expenditures	15,085,600	13,054,400	13,089,000	13,287,800	13,549,000
FUNDING SOURCES					
Charges for Services	5,819,200	6,626,400	6,663,100	6,626,400	6,650,000
Licenses, Permits, and Fees	703,400	652,000	705,400	652,000	705,400
Sales	5,000	5,000	5,000	5,000	5,000
Fines and Forfeitures	700	2,000	1,500	2,000	1,500
Rentals and Leases	1,341,400	3,014,900	2,763,500	3,014,900	3,072,600
Federal Revenue	3,636,700	445,300	2,227,700	322,600	194,900
State Shared Revenue	57,600	90,000	90,000	90,000	90,000
Investment and Interest Income/(Loss)	35,900	87,200	46,400	90,500	40,600
Other Revenue	8,700	1,500	2,100	1,500	-
Bond Proceeds	-	-	-	-	-
Support from:					
Capital Projects	14,600	-	-	-	-
Total Funding Sources	11,623,200	10,924,300	12,504,700	10,804,900	10,760,000
FUND BALANCE					
Debt Reserve					
Beginning Reserve Balance	9,213,900	6,928,900	6,928,900	4,533,900	4,533,900
Increase (Decrease) in Reserve	(2,285,000)	(2,395,000)	(2,395,000)	(2,515,000)	(2,515,000)
End of Period Reserve	\$ 6,928,900	4,533,900	4,533,900	2,018,900	2,018,900
Available Fund Balance					
Beginning of Period	3,783,400	2,606,000	2,606,000	4,416,700	4,416,700
Increase (Decrease) in Fund Balance	(1,177,400)	264,900	1,810,700	32,100	(274,000)
End of Period Available Fund Balance	\$ 2,606,000	2,870,900	4,416,700	4,448,800	4,142,700
STAFFING	35.40	37.20	37.20	37.20	37.20

Available Fund Balance Summary
Airport Fund

Last Update: 1/23/2025

ATTACHMENT #8

Scenario A

(Orig Rate Increases FY26)

	<u>FY24 Actuals</u>	<u>FY25 Amended</u>	<u>FY25 Proj</u>	<u>FY26 Budget</u>	<u>FY26 Budget Revised</u>
Beginning Available FB	3,783,400	2,606,000	2,606,000	4,416,691	4,416,691
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Debt Service (OUT):	(3,064,200)	(2,505,100)	(2,505,045)	(2,583,400)	(2,583,413)
Transfers to Capital Projects:	(822,066)	-	-	-	-
Other Non-Oper Expenses:	-	-	-	-	-
JNU Total Expenses:	(15,085,600)	(13,054,400)	(13,089,004)	(13,339,200)	(13,548,990)
Minus Non-operational Exp & Debt Serv:	3,886,266	2,505,100	2,505,045	2,583,400	2,583,413
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	10,964,224
CARES Reimb (operations):	3,054,045	-	1,910,131	-	-
PFC for Rev Bond Interest:	434,625	317,600	317,600	194,900	194,900
***Other Financing Sources (Uses):	-	-	2,100	-	-
JNU Total Revenues:	11,623,200	10,924,300	12,504,695	10,804,900	11,159,124
Minus Non-operational REV & Debt Serv:	(3,488,670)	(317,600)	(2,229,831)	(194,900)	(194,900)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	10,964,224
Operating FB Increase(Decrease):	(3,064,804)	57,400	(309,095)	(145,800)	(1,353)
JNU EXP minus REV:	(3,462,400)	(2,130,100)	(584,309)	(2,534,300)	(2,389,866)
Increase (decrease) in Debt Service Reserve:	(2,285,000)	(2,395,000)	(2,395,000)	(2,515,000)	(2,515,000)
Increase (decrease) in Fund Bal (FB):	(1,177,400)	264,900	1,810,691	(19,300)	125,134
Ending Avail FB, including Reserve:	2,606,000	2,870,900	4,416,691	4,397,391	4,541,825
Less 3 Mo. Operating Reserve	(2,799,800)	(2,637,300)	(2,646,000)	(2,689,000)	(2,741,400)
Ending Available Fund Balance	(193,800)	233,600	1,770,691	1,708,391	1,800,425

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.

ATTACHMENT #9 SCENARIO B

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

**Adoption of Title 07, Juneau International Airport
Chapter 10, Rates and Fees**

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ~~THE MANAGER AND THE JUNEAU INTERNATIONAL AIRPORT BOARD HEREBY~~ **PROPOSES TO** ADOPT THE FOLLOWING **AMENDMENT TO REGULATIONS WHICH SUPERCEDE AND REPLACE THOSE REGULATIONS ADOPTED BY THE ASSEMBLY** EFFECTIVE ~~JULY MAY 1, 2024~~ **MAY 1, 2025**, UNLESS OTHERWISE NOTED:

Section 1. Authority. These regulations are adopted pursuant to CBJ 01.60 and CBJ 05.01.080.

Section 2. Amendment of Regulations. The City and Borough of Juneau Administrative Code is amended by the adoption of a new Title 07, Chapter 10, reading:

07 CBJAC 10.020 Rates and Fees. The following are rates and fees established by the Airport Board. These rates and fees may be subject to change by amendment and may be subject to City and Borough of Juneau Sales Tax.

(a) **Fuel Flowage Fees.** For sales of aviation fuel and aviation fuel delivery services at the Juneau International Airport, the following fees shall apply:

(1) Signatory.

(A) Aircraft with maximum certificated gross weight of 12,500 lbs. or less shall pay fuel flowage fee of \$0.~~33~~ **35** per gallon.

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(B) Aircraft with maximum certificated gross weight of more than 12,500 lbs. shall pay fuel flowage fee of \$0.30 per gallon, effective May 1, 2024.

(2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee of \$0.41 ~~435~~ per gallon, effective May 1, 2024.

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(3) Exemption to Fuel Flowage Fees: The Civil Air Patrol (CAP) shall be exempt from Fuel Flowage Fees on missions, practice missions and fuel purchased in bulk by the CAP.

(b) **Landing Fees.** Landing Fees shall be based on maximum take-off weight as certified by the FAA, for all types of aircraft whether empty or loaded, as follows:

(1) Signatory.

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Juneau International Airport
Rates and Fees Regulation 07/01/2024 ~~2025~~, unless otherwise noted

ATTACHMENT #9 SCENARIO B

- (A) Under 12,500 lbs., no fee.
- (B) 12,500 lbs. and over, ~~\$3.34~~ **3.54** per 1,000 lbs., or any fraction thereof, effective May 1, 2024.
- (C) Exemptions to signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.

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(2) Non-Signatory.

- (A) Under 12,500 lbs., no fee.
- (B) 12,500 lbs. and over: ~~\$4.18~~ **4.43** per 1,000 lbs., or any fraction thereof, effective May 1, 2023.
- (C) Exemptions to non-signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.

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(c) **Air Carrier Terminal Lease Rates.**

- (1) Signatory. Terminal rental rates for air carriers are established by the Airport Board. Lease of terminal space preference shall be given to air carriers. The rates are per Square Foot, Annually, as follows:

Space Type	Rate
Counter (North Wing) plus 7 feet	\$ 31.00
Counter (East Wing)	\$ 39.04
Office (North Wing)	\$ 28.19
Office (East Wing)	\$ 31.45
Office (Admin East)	\$ 31.45
Baggage Claim (Public)	\$ 31.45
Storage/Bag Make Up (Covered Bag Well)	\$ 25.05
Storage/Frt Rm (North Wing)	\$ 25.05
Canopy Storage (North Wing)	\$ 15.58
Hold Room/ Departure Lounge	\$ 39.04

Jetbridge/Passenger Boarding Bridge
(Airport –owned) at Gate 2 & Gate 5 \$3,500/month

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Juneau International Airport
Rates and Fees Regulation 07/01/2024-~~2025~~, unless otherwise noted

ATTACHMENT #9 SCENARIO B

(2) Non-Signatory.

(A) For non-signatory air carriers requiring the use of the terminal for one-time or occasional use (up to four times per month), the following fee schedule shall apply:

Wide Body Jets:	\$1,500 per use or turn
Narrow Body Jets:	\$1,000 per use or turn
Regional Prop (greater than 12,500 lbs.)	\$175 per use or turn
Small carrier (12,500 lbs. or less)	\$50 per use or turn

(B) Wide Body and Narrow Body jet use of the terminal shall be limited to departure lounge, available counter space, available jetway, bag claim, bag make-up and public circulation areas. Regional prop aircraft and small carrier use of terminal shall be limited to available counter space and public circulation area. Other non-signatory fees for airside use shall apply, such as landing fees, fuel flowage fees and parking or gate use also apply.

(C) Terminal Space rent shall be charged at 25% more than the published Signatory rate.

(d) **Aircraft Parking Fees.**

(1) Assigned Parking per Month. Fees for all types of aircraft, regardless of size or weight, per month or any fraction thereof, for parking or tiedown privileges in areas designated by the Airport Manager are as follows:

(A) Overnight parking at Air Carrier gate	\$1,000
(B) Main Ramp, >12,500 lbs.	\$750
(C) Air Taxi (small box)	\$90
(D) Air Taxi (large box)	\$125
(E) Hard-surfaced parking areas	\$75
(F) Gravel-surfaced parking areas	\$60
(G) Privately-owned seaplane floats (North & South)	\$110
(H) Airport-owned seaplane floats(North & South)	\$180
(I) Privately-owned seaplane floats (West Finger)	\$180

Seaplane floats fee based on 8 months of use/fees annually.

(2) Transient Parking. The parking fee for transient aircraft is determined by the maximum take-off weight as certified by the FAA, as follows:

(A) Under 6,001 lbs. (Non-commercial)	\$15 per day
(B) Under 6,001 lbs. (Commercial)	\$50 per day
(C) 6,001 lbs. to 12,500 lbs.	\$100 per day
(D) 12,501 lbs. to 100,000 lbs.	\$250 per day

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ATTACHMENT #9 SCENARIO B

- (E) 100,001 lbs. and over \$1,000per day/lg aircraft ramp,
per turn/terminal gate
- (F) Jetway Use Gate 2, 5 (Non-Signatory) \$1,000 per turn/use

All aircraft parking spaces are designated one aircraft per space. Any additional aircraft parked in/near/around a parking spot, or any aircraft not within an aircraft designated space will be assessed the daily transient rate for size/type of aircraft/operation.

Aircraft parking fees are assessed for the first 24 hours or any fraction thereof. Subsequent days are charged for each 24 hour period or any fraction thereof. Non-commercial aircraft are exempt for the initial two hours of aircraft parking. Rates apply to the public parking areas of the airport.

- (3) Storage Fees. Property that remains on a tiedown or other location after termination of the agreement, shall be charged a storage fee of \$200 per month, except that ownership of a dock on the float pond shall revert to the Airport if not removed upon termination of the agreement.

(e) **Land Lease Rates.** Certain property at the Juneau International Airport has been designated by the Assembly as available for airport related purposes. CBJ Chapter 05.20 "Airport Lands," provides for the administration of such property and authorizes the Airport Manager to negotiate certain leases subject to Airport Board approval, and according to certain terms provided therein. Airport land lease rates shall be according to airport land type and/or use as follows:

- (1) Land Lease Rates (all rates per square foot, annually):

- (A) Non-Commercial Airfield Land Lease \$0.57sq ft/year
- (B) Commercial Airfield Land Lease \$0.70/sq ft/year
- (C) SIDA Airfield Land Lease \$0.97/sq ft/year
- (D) Landside Non-Aviation Land Lease \$0.86/sq ft/year
- (E) 1st Right of Refusal \$0.05/sq ft/year

- (2) Non-aviation Land Lease Rates. Non-aviation land lease rates shall be set through competitive bid or other process, but shall not be less than the highest Airfield land lease rate plus 25%.

- (3) Land Lease Wait List Fees. The Juneau International Airport has established wait lists and application fees based on the land lease types and proposed construction types. Tenants wishing to apply for land lease space shall fill out an annual wait list application and pay the following annual application fees:

- (A) Commercial Leases: \$25/annually
- (B) Executive Hangar Leases: \$25/annually
- (C) T-Hangar Leases: \$25/annually

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ATTACHMENT #9 SCENARIO B

(f) **Rental Car Lot.** Rental car lot spaces shall be charged at the following rate:

- (1) \$100 per space, per month or any fraction thereof,

(g) **Commercial Vehicle Access Fees.** Access fees are per vehicle, per calendar year. A numerically sequenced permit/sticker is issued for each fee paid. Permit/sticker must be properly displayed and permanently affixed to the vehicle windshield prior to operating on the Airport premises. Failure to display and affix permit to the vehicle will be considered as conducting business at the airport without a valid permit. Prior year(s) permits must be removed or current year permit will be invalid. The following fee structure applies to the categories of Ground Transportation and Access users as indicated:

- (1) Ground Transportation Fees. (Taxicab, bus, airporter, courtesy van, or limo.)

	<u>1-7 PAX</u> <u>Rate</u>	<u>8-16 PAX</u> <u>Rate</u>	<u>17 or MORE</u> <u>Rate</u>
Annual	\$200.00	\$250.00	\$350.00

For each calendar year, each tour operator permitting multiple large buses, shuttles and/or vans, may purchase as many annual vehicle permits as needed to conduct business on the Airport premises and pay the actual cost of permits per vehicle in accordance with the above table, or \$10,000, whichever is less.

- (2) **Commercial Freight Pick-up/Delivery Vehicles.** Off-Airport businesses performing a commercial pick-up or delivery of freight transitting the Airport shall be required to purchase and display a Commercial Freight Pick-up/Delivery permit on their vehicle prior to conducting such business on the airport premises. The permit entitles the vehicle to free parking in the Short-Term lot during pick-up and delivery only.

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$200.00	\$50.00

- (3) **Airport Operational Area** (Commercial freight pick-up/delivery vehicles with inside the fence access.)

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$300.00	\$75.00

(h) **Boundary Crossing Fee.** Companies or businesses conducting business within the boundaries of the Airport that do not lease property on the Airport are subject to an annual boundary crossing fee. (Separate from public ground transportation access fees and commercial access delivery fees outlined in (g) above).

Deleted: 2024

ATTACHMENT #9 SCENARIO B

Boundary Crossing Fee: \$200 minimum per year, as negotiated based on Airport land use or boundary activity

(i) International Passenger Processing Fee. Any passenger arriving or processed through U.S. Customs who has deplaned off of a scheduled or chartered international commercial flight will be assessed an international processing fee.

International Passenger Processing Fee: \$4 per passenger

(j) Employee Parking Fees.

(1) A company, business, or government agency conducting business on the Juneau International Airport, or an employee or association of employees thereof may park in the airport employee parking lot while on duty under the following terms and conditions:

- (A) Parking fees are paid in full prior to the beginning of the calendar month or fraction thereof, for which parking is desired.
(B) A 10% discount shall be given for prepayment of an entire period as described in section (3) below.
(C) Use of the employee parking lot for any purpose, other than parking while on duty, will forfeit access to, and fees paid for, the employee parking lot for that period.
(D) Vehicles may not park in the employee parking lot for more than 24 hours without Airport Management approval.
(E) Employee vehicles must be registered with Airport Management.

(2) The rate for parking in the employee parking lot is \$50 per space per month, or any fraction thereof.

(3) There will be two rental periods per year. The first period shall be from October through April (7 months), and the second period shall be from May through September (5 months).

(4) Use of a parking space may be shared between two eligible employees and a single fee charged, provided work schedules do not overlap and/or actual use is limited at all times to a single car in the single rented space.

(k) Concession Fees. Concessions which operate at the airport shall be awarded through Bid process, Request for Proposal (RFP) process or as a sole responder with a Letter of Interest.

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ATTACHMENT #9 SCENARIO B

Concession fees are established through contract negotiations, but will not be leased at a rate less than those established for Airfield/Aviation Use Land Lease Rates.

- (l) **Governmental Agency Rental Rates.** The Juneau International Airport may enter into an agreement with governmental agencies for the reimbursement of expenses incurred by the airport in providing services (which may include, but not be limited to: maintenance, utilities, supplies and janitorial services) to the “rent-free” space. The charge for such reimbursable expenses for services shall be based on the annual per square foot cost of providing such services to the entire area serviced.
- (m) **Airport Reimbursable Costs.** The Juneau International Airport may charge tenants, users or patrons of the Airport for costs associated with reimbursement of personnel costs, equipment costs or supplies for which a tenant, user or patron requests a special service which is not covered by a tenant or user agreement or is not a normally provided function of Airport operations. This may include damage to airport property for which the tenant, user or patron is responsible and whereby additional cost has been incurred by the Airport. A detailed breakdown of all costs will be provided after an emergency situation or an estimate will be supplied in advance to a request if appropriate.
- (n) **Fingerprint Fees.** For fingerprinting and electronic submission to the Federal Bureau of Investigation (FBI) for criminal history records check, the following fees shall apply:
 - (1) Employees, tenants, employees of tenants, or those employees of businesses and agencies directly working with/at the Juneau International Airport, the fingerprint fee shall be: \$75 per person.
 - (2) For all others, the fingerprint fee shall be: \$75 per person.
- (o) **Badging Fees.** For access and identification badges issued at the Juneau International Airport, the following fees shall apply:
 - (1) Security Identification Display Area (SIDA), 135 ramp (Non-SIDA), General Aviation AOA badges, or Airport Employee identification badges, the fees shall be:

(A) Initial Issuance (\$50) & Deposit (\$50)	\$100
(B) Renewal (Annual)	\$40
(C) Re-issuance for worn or damaged	\$40
(D) Lost badge	\$200
(E) Contractor Deposit	\$200
(F) Proximity Gate Card	\$15
(G) Non-Airport ID	\$50

Deposits shall only be refunded upon the timely return of an individual’s current access badge to Airport Security or Airport Administration. If a “lost” badge is later recovered, a refund may be issued, minus the fees associated with the replacement badge, only if the lost badge is of the current issuance lot (color, badge design).

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ATTACHMENT #9 SCENARIO B

In lieu of a deposit, an employer may issue a written letter of guarantee for their employee(s). Such letter will be on company or business letterhead, signed by an authorized agent of the company or business, and guarantee that if an authorized employee of their company or business does not return a badge or loses a badge, the company or business shall be responsible for the non-returned/lost badge and remit the \$200 fee to the Airport.

(2) Proximity Cards (or gate access cards): \$15 per card / issuance

(3) Non-airport identification media : \$50 per card / issuance

(p) **Airline Fee for Airport Security Screening.** Each Air Carrier shall pay ~~\$2.69~~ 3.35/per screened enplaned passenger effective May 1, 2024, for that Air Carrier’s passengers subject to security screening and enplaning, at Juneau International Airport.

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The Non-signatory rate for Airline Fee for Airport Security Screening shall be at a rate of 25% more than the established signatory rate for Airport Security Screening Fee.

(q) **Lease Action Filing Fee.** For any Lease Action Request (Assignment, New Lease, Extension/Amendment, Collateral Assignment, Cancellation) at the Juneau International Airport. \$100/per Lease Action Request

07 CBJAC 10.030 Definitions. For purposes of this chapter, unless the context plainly requires otherwise:

“Aviation Use” means the storage, operation, maintenance, or servicing of aircraft, or a use directly ancillary to such aviation use.

“Employee” a person employed by a company, business or governmental agency and who is stationed to work at the Juneau International Airport for that company, business or agency.

“Juneau International Airport” or “Airport” means the facilities and lands owned by the City and Borough of Juneau, and designated as Airport properties, or the administration which oversees the facilities and lands at the Airport, subject to this regulation.

“Signatory” means air carriers or aircraft owners/operators who have a written lease agreement with the Airport.

“Non-Signatory” means air carriers or aircraft owners/operators who do not have a written lease agreement with the Airport. A sublease agreement does not qualify at the “signatory” rate.

“Commercial Land” means that area of the Airport which is designed for businesses and commercial activity, but may be leased to private individuals at the commercial rate.

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ATTACHMENT #9 SCENARIO B

“Landside Non-Aviation Land” means that area of the Airport which is outside the airfield perimeter fence, and designated for any non-aviation related use.

“Non-Commercial Land” means that area of the Airport which is designed for private, non-business activities, but may be leased to commercial businesses at the commercial rate.

“SIDA Land” (or Security Identification Display Area) means that area of the Airport which is designated for SIDA activities/business, pursuant to 49 CFR 1500 series.

“Transient Aircraft” at the Airport means an aircraft that is not assigned to a permanent parking space, that is not subject to a written parking agreement with the Airport, that is not parked in its assigned permanent parking space, or that is double parked in an aircraft parking space.

“Undeveloped Land” means raw land that has not been filled to grade or been permitted for development.

Section 3. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on ~~_____~~, ~~2025~~, which is not less than 21 days before the date of adoption of these regulations as set forth below.

Deleted: March
Deleted: 2024

Adoption by Agency

After considering all relevant matter presented to it, the agency hereby amends these regulations as set forth above. The agency will next seek Assembly review and approval.

Date: _____

Yvette Soutiere, Chairman
Juneau International Airport Board

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Legal Review

These regulations have been reviewed and approved in accordance with the following standards set forth in CBJ 01.60.250:

- (1) Consistency with federal and state law and with the charter, code, and other municipal regulations;
- (2) The existence of code authority and the correctness of the required citation of code authority; and
- (3) Its clarity, simplicity of expression, and absence of possibility of misapplication.

Date: _____

Sherri Layne
Municipal Attorney

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ATTACHMENT #9 SCENARIO B

Assembly Review

These regulations were presented to the Assembly at its meeting of _____. They were adopted by the Assembly.

Date: _____

Elizabeth J. McEwen, Municipal Clerk

Filing with Clerk

I certify, as the clerk of the City and Borough of Juneau, that the following statements are true:

1. These regulations were accepted for filing by the office of the clerk at ____:____ a.m./p.m. on the ____ day of _____, _____.
2. After signing I will immediately deliver or cause to be delivered copies of this regulation to the attorney and the director of libraries.
3. A permanent file of the signed originals of these regulations will be maintained in this office for public inspection.
4. Effective date shall be the seventh day after the date of filing with the clerk, per CBJ 01.60.330, or later, as noted in the regulation.

Date: _____

Elizabeth J. McEwen, Municipal Clerk

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ATTACHMENT #10 SCENARIO B

Budget FY26 Revised REVENUES (WITH PROPOSED INCREASES)

Account Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
4720-0000	Bad debts combo cost center	(34)	4,421				
4799-0000	Miscellaneous revenue	(1,431)					
4800-0000	Interest income	(56,871)	(29,961)	(87,200)	(44,400)	(90,500)	(38,600)
4800-0402	AR interest and fines	(3,884)	(1,326)		(2,000)		(2,000)
4800-0403	UB Fin Chg Rev	(218)	(230)				
4950-0460	Airport projects		(14,620)	-			
4013-0000	State shared revenues	(76,565)	(57,554)	(90,000)	(90,000)	(90,000)	(90,000)
4300-0036	Fingerprinting Fees	(8,400)	(13,150)	(18,000)	(15,000)	(18,000)	(15,000)
4300-0037	Badging Fees	(43,620)	(68,890)	(60,000)	(70,000)	(60,000)	(70,000)
4300-0038	Taxi, Bus Access Fees	(67,194)	(117,608)	(75,000)	(117,600)	(75,000)	(117,600)
4340-0007	Water Services	(21,695)	(23,849)	(23,000)	(23,000)	(23,000)	(23,000)
4340-0008	Sewer Services	(67,349)	(74,769)	(72,500)	(72,500)	(72,500)	(72,500)
4799-0000	Miscellaneous revenue	(1,480)	(12,124)	(500)		(500)	
4300-0029	Fuel Flowage Air Carrier	(633,275)	(884,970)	(1,125,600)	(1,125,600)	(1,125,600)	(1,125,600)
4300-0031	Air carrier Landing Fees	(2,248,968)	(2,837,882)	(3,273,900)	(3,118,500)	(3,273,900)	(3,304,300)
4300-0032	Commercial Aircraft Parking	(1,860)	(11,897)	(130,700)	(140,540)	(130,700)	(127,500)
4300-0033	Transient Fees	(400)					
4300-0043	Small Aircraft Parking/Tiedc	(49,924)	(48,396)	(39,800)	(49,000)	(39,800)	(49,000)
4300-0044	Fuel Flowage GA and Taxi	(209,107)	(314,387)	(352,300)	(365,400)	(352,300)	(387,700)
4300-0045	Fuel Flowage Non-Signatory	(126,722)	(220,438)	(147,300)	(169,100)	(147,300)	(179,400)
4300-0046	Landing Fees Non-Signatory	(86,219)	(87,195)	(105,600)	(94,700)	(105,600)	(100,400)
4300-0048	Air Carrier Security Fee (AK	(305,141)	(726,342)	(872,700)	(919,324)	(872,700)	(1,144,924)
4549-0001	Fuel Sales/ARFF Budgeted A	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
4550-0011	Airfield Ground Leases	(507,474)	(598,848)	(1,164,200)	(1,029,700)	(1,164,200)	(1,258,800)
4799-0000	Miscellaneous revenue	4,186		-			
4037-0001	TSA LEO Reimb	(74,900)	(148,000)	(127,700)	-	(127,700)	-
4799-0000	Miscellaneous revenue						
4300-0030	Jetway Use (Jetbridge 5 & 2	-		(126,000)	(112,000)	(126,000)	(112,000)
4300-0039	FAA Tower/Equip Rm	(22,014)	(213,804)	(117,900)	(131,200)	(117,900)	(131,200)
4300-0040	Advertising Display	(76,429)	(175,582)	(86,000)	(139,600)	(86,000)	(139,600)
4300-0041	Customs Fees	(124)	(80)	(100)		(100)	
4420-0000	Fee revenues CAR RENTAL	(686,716)	(653,357)	(600,000)	(653,400)	(600,000)	(653,400)
4420-0002	Vending revenue	(46,449)	(50,087)	(52,000)	(52,000)	(52,000)	(52,000)
4450-0001	Minor Violations	(825)	(650)	(2,000)	(1,500)	(2,000)	(1,500)
4550-0000	Facility rental revenue	(3,650)	(2,215)	(1,500)	(2,200)	(1,500)	(2,200)
4550-0001	Federal Terminal Lease	(28,837)	(28,362)	(29,000)	(28,400)	(29,000)	(28,400)
4550-0003	Parking Lot Lease	(451,371)	(285,840)	(480,000)	(400,000)	(480,000)	(480,000)
4550-0004	Air Carrier Terminal Lease (t	-		(803,700)	(788,000)	(803,700)	(788,000)
4550-0005	Rental Car Storage	(107,525)	(151,275)	(125,000)	(151,300)	(125,000)	(151,300)
4550-0006	Other Terminal Leases (ATM	(28,366)	(31,821)	(152,000)	(102,000)	(152,000)	(102,000)
4550-0007	Rest., Bar, Flight Kitchen (Cc	(155,650)	(161,910)	(165,000)	(161,900)	(165,000)	(161,900)
4550-0008	Gift Shop (Concessions)	(10,229)	(13,263)	(27,500)	(27,500)	(27,500)	(27,500)
4550-0009	Staff Parking Fees	(47,053)	(60,510)	(55,000)	(60,500)	(55,000)	(60,500)
4799-0000	Miscellaneous revenue	-	(540)	(1,000)		(1,000)	
TOTAL OPERATING REVENUES:		(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(11,014,824)

SCENARIO B

ATTACHMENT #11

EXPENSE - REVENUE SUMMARY FY26 Revised Budget

(WITH PROPOSED INCREASES w \$50K Contingency/Reserve)

	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
OPERATING:						
EXPENSES	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
REVENUES	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(11,014,824)
EXP/REV SHORTFALL /(OVERAGE)	3,889,359	3,076,348	(57,400)	309,094	145,800	(49,247)
				Minus Contingency Reserve:		50,000
				Minimal Under Collection:		753

Available Fund Balance Summary
Airport Fund

Last Update: 1/23/2025

ATTACHMENT #12

SCENARIO B

(+ \$50K Rate Increases FY26)

	<u>FY24 Actuals</u>	<u>FY25 Amended</u>	<u>FY25 Proj</u>	<u>FY26 Budget</u>	<u>FY26 Budget Revised</u>
Beginning Available FB	3,783,400	2,606,000	2,606,000	4,416,691	4,416,691
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Debt Service (OUT):	(3,064,200)	(2,505,100)	(2,505,045)	(2,583,400)	(2,583,413)
Transfers to Capital Projects:	(822,066)	-	-	-	-
Other Non-Oper Expenses:	-	-	-	-	-
JNU Total Expenses:	(15,085,600)	(13,054,400)	(13,089,004)	(13,339,200)	(13,548,990)
Minus Non-operational Exp & Debt Serv:	3,886,266	2,505,100	2,505,045	2,583,400	2,583,413
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	11,014,824
CARES Reimb (operations):	3,054,045	-	1,910,131	-	-
PFC for Rev Bond Interest:	434,625	317,600	317,600	194,900	194,900
***Other Financing Sources (Uses):	-	-	2,100	-	-
JNU Total Revenues:	11,623,200	10,924,300	12,504,695	10,804,900	11,209,724
Minus Non-operational REV & Debt Serv:	(3,488,670)	(317,600)	(2,229,831)	(194,900)	(194,900)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	11,014,824
Operating FB Increase(Decrease):	(3,064,804)	57,400	(309,095)	(145,800)	49,247
JNU EXP minus REV:	(3,462,400)	(2,130,100)	(584,309)	(2,534,300)	(2,339,266)
Increase (decrease) in Debt Service Reserve:	(2,285,000)	(2,395,000)	(2,395,000)	(2,515,000)	(2,515,000)
Increase (decrease) in Fund Bal (FB):	(1,177,400)	264,900	1,810,691	(19,300)	175,734
Ending Avail FB, including Reserve:	2,606,000	2,870,900	4,416,691	4,397,391	4,592,425
Less 3 Mo. Operating Reserve	(2,799,800)	(2,637,300)	(2,646,000)	(2,689,000)	(2,741,400)
Contingency Reserve:	-	-	-	-	(50,000)
Ending Available Fund Balance	(193,800)	233,600	1,770,691	1,708,391	1,801,025

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.

ATTACHMENT #13 SCENARIO C

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Adoption of Title 07, Juneau International Airport Chapter 10, Rates and Fees

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, THE MANAGER AND THE JUNEAU INTERNATIONAL AIRPORT BOARD HEREBY PROPOSES TO ADOPT THE FOLLOWING AMENDMENT TO REGULATIONS WHICH SUPERCEDE AND REPLACE THOSE REGULATIONS ADOPTED BY THE ASSEMBLY EFFECTIVE JULY MAY 1, 2024 2025, UNLESS OTHERWISE NOTED:

Section 1. Authority. These regulations are adopted pursuant to CBJ 01.60 and CBJ 05.01.080.

Section 2. Amendment of Regulations. The City and Borough of Juneau Administrative Code is amended by the adoption of a new Title 07, Chapter 10, reading:

07 CBJAC 10.020 Rates and Fees. The following are rates and fees established by the Airport Board. These rates and fees may be subject to change by amendment and may be subject to City and Borough of Juneau Sales Tax.

(a) Fuel Flowage Fees. For sales of aviation fuel and aviation fuel delivery services at the Juneau International Airport, the following fees shall apply:

(1) Signatory.

(A) Aircraft with maximum certificated gross weight of 12,500 lbs. or less shall pay fuel flowage fee of \$0.33 3675 per gallon.

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(B) Aircraft with maximum certificated gross weight of more than 12,500 lbs. shall pay fuel flowage fee of \$0.30 per gallon, effective May 1, 2024.

(2) Non-signatory.

All Non-signatory aircraft shall pay a fuel flowage fee of \$0.41 4425 per gallon, effective May 1, 2024.

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(3) Exemption to Fuel Flowage Fees: The Civil Air Patrol (CAP) shall be exempt from Fuel Flowage Fees on missions, practice missions and fuel purchased in bulk by the CAP.

(b) Landing Fees. Landing Fees shall be based on maximum take-off weight as certified by the FAA, for all types of aircraft whether empty or loaded, as follows:

(1) Signatory.

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Juneau International Airport Rates and Fees Regulation 07/01/2024 2025, unless otherwise noted

ATTACHMENT #13 SCENARIO C

- (A) Under 12,500 lbs., no fee.
- (B) 12,500 lbs. and over, ~~\$3.34~~ 3.59 per 1,000 lbs., or any fraction thereof, effective May 1, 2024.
- (C) Exemptions to signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.

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(2) Non-Signatory.

- (A) Under 12,500 lbs., no fee.
- (B) 12,500 lbs. and over: ~~\$4.18~~ 4.49 per 1,000 lbs., or any fraction thereof, effective May 1, 2023.
- (C) Exemptions to non-signatory landing fees:
 - i. Aircraft engaged in test flights.
 - ii. Aircraft compelled to return after take-off.
 - iii. Aircraft compelled to land under an emergency diversion situation.
 - iv. Public aircraft not engaged in commercial operations.

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(c) **Air Carrier Terminal Lease Rates.**

- (1) Signatory. Terminal rental rates for air carriers are established by the Airport Board. Lease of terminal space preference shall be given to air carriers. The rates are per Square Foot, Annually, as follows:

Space Type	Rate
Counter (North Wing) plus 7 feet	\$ 31.00
Counter (East Wing)	\$ 39.04
Office (North Wing)	\$ 28.19
Office (East Wing)	\$ 31.45
Office (Admin East)	\$ 31.45
Baggage Claim (Public)	\$ 31.45
Storage/Bag Make Up (Covered Bag Well)	\$ 25.05
Storage/Frt Rm (North Wing)	\$ 25.05
Canopy Storage (North Wing)	\$ 15.58
Hold Room/ Departure Lounge	\$ 39.04

Jetbridge/Passenger Boarding Bridge
(Airport –owned) at Gate 2 & Gate 5 \$3,500/month

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Juneau International Airport
Rates and Fees Regulation 07/01/2024-~~2025~~, unless otherwise noted

ATTACHMENT #13 SCENARIO C

(2) Non-Signatory.

(A) For non-signatory air carriers requiring the use of the terminal for one-time or occasional use (up to four times per month), the following fee schedule shall apply:

Wide Body Jets:	\$1,500 per use or turn
Narrow Body Jets:	\$1,000 per use or turn
Regional Prop (greater than 12,500 lbs.)	\$175 per use or turn
Small carrier (12,500 lbs. or less)	\$50 per use or turn

(B) Wide Body and Narrow Body jet use of the terminal shall be limited to departure lounge, available counter space, available jetway, bag claim, bag make-up and public circulation areas. Regional prop aircraft and small carrier use of terminal shall be limited to available counter space and public circulation area. Other non-signatory fees for airside use shall apply, such as landing fees, fuel flowage fees and parking or gate use also apply.

(C) Terminal Space rent shall be charged at 25% more than the published Signatory rate.

(d) **Aircraft Parking Fees.**

(1) Assigned Parking per Month. Fees for all types of aircraft, regardless of size or weight, per month or any fraction thereof, for parking or tiedown privileges in areas designated by the Airport Manager are as follows:

(A) Overnight parking at Air Carrier gate	\$1,000
(B) Main Ramp, >12,500 lbs.	\$750
(C) Air Taxi (small box)	\$90
(D) Air Taxi (large box)	\$125
(E) Hard-surfaced parking areas	\$75
(F) Gravel-surfaced parking areas	\$60
(G) Privately-owned seaplane floats (North & South)	\$110
(H) Airport-owned seaplane floats(North & South)	\$180
(I) Privately-owned seaplane floats (West Finger)	\$180

Seaplane floats fee based on 8 months of use/fees annually.

(2) Transient Parking. The parking fee for transient aircraft is determined by the maximum take-off weight as certified by the FAA, as follows:

(A) Under 6,001 lbs. (Non-commercial)	\$15 per day
(B) Under 6,001 lbs. (Commercial)	\$50 per day
(C) 6,001 lbs. to 12,500 lbs.	\$100 per day
(D) 12,501 lbs. to 100,000 lbs.	\$250 per day

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- (E) 100,001 lbs. and over \$1,000per day/lg aircraft ramp,
per turn/terminal gate
- (F) Jetway Use Gate 2, 5 (Non-Signatory) \$1,000 per turn/use

All aircraft parking spaces are designated one aircraft per space. Any additional aircraft parked in/near/around a parking spot, or any aircraft not within an aircraft designated space will be assessed the daily transient rate for size/type of aircraft/operation.

Aircraft parking fees are assessed for the first 24 hours or any fraction thereof. Subsequent days are charged for each 24 hour period or any fraction thereof. Non-commercial aircraft are exempt for the initial two hours of aircraft parking. Rates apply to the public parking areas of the airport.

- (3) Storage Fees. Property that remains on a tiedown or other location after termination of the agreement, shall be charged a storage fee of \$200 per month, except that ownership of a dock on the float pond shall revert to the Airport if not removed upon termination of the agreement.

(e) **Land Lease Rates.** Certain property at the Juneau International Airport has been designated by the Assembly as available for airport related purposes. CBJ Chapter 05.20 "Airport Lands," provides for the administration of such property and authorizes the Airport Manager to negotiate certain leases subject to Airport Board approval, and according to certain terms provided therein. Airport land lease rates shall be according to airport land type and/or use as follows:

- (1) Land Lease Rates (all rates per square foot, annually):

- (A) Non-Commercial Airfield Land Lease \$0.57sq ft/year
- (B) Commercial Airfield Land Lease \$0.70/sq ft/year
- (C) SIDA Airfield Land Lease \$0.97/sq ft/year
- (D) Landside Non-Aviation Land Lease \$0.86/sq ft/year
- (E) 1st Right of Refusal \$0.05/sq ft/year

- (2) Non-aviation Land Lease Rates. Non-aviation land lease rates shall be set through competitive bid or other process, but shall not be less than the highest Airfield land lease rate plus 25%.

- (3) Land Lease Wait List Fees. The Juneau International Airport has established wait lists and application fees based on the land lease types and proposed construction types. Tenants wishing to apply for land lease space shall fill out an annual wait list application and pay the following annual application fees:

- (A) Commercial Leases: \$25/annually
- (B) Executive Hangar Leases: \$25/annually
- (C) T-Hangar Leases: \$25/annually

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(f) **Rental Car Lot.** Rental car lot spaces shall be charged at the following rate:

- (1) \$100 per space, per month or any fraction thereof,

(g) **Commercial Vehicle Access Fees.** Access fees are per vehicle, per calendar year. A numerically sequenced permit/sticker is issued for each fee paid. Permit/sticker must be properly displayed and permanently affixed to the vehicle windshield prior to operating on the Airport premises. Failure to display and affix permit to the vehicle will be considered as conducting business at the airport without a valid permit. Prior year(s) permits must be removed or current year permit will be invalid. The following fee structure applies to the categories of Ground Transportation and Access users as indicated:

- (1) Ground Transportation Fees. (Taxicab, bus, airporter, courtesy van, or limo.)

	<u>1-7 PAX</u> <u>Rate</u>	<u>8-16 PAX</u> <u>Rate</u>	<u>17 or MORE</u> <u>Rate</u>
Annual	\$200.00	\$250.00	\$350.00

For each calendar year, each tour operator permitting multiple large buses, shuttles and/or vans, may purchase as many annual vehicle permits as needed to conduct business on the Airport premises and pay the actual cost of permits per vehicle in accordance with the above table, or \$10,000, whichever is less.

- (2) **Commercial Freight Pick-up/Delivery Vehicles.** Off-Airport businesses performing a commercial pick-up or delivery of freight transitting the Airport shall be required to purchase and display a Commercial Freight Pick-up/Delivery permit on their vehicle prior to conducting such business on the airport premises. The permit entitles the vehicle to free parking in the Short-Term lot during pick-up and delivery only.

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$200.00	\$50.00

- (3) **Airport Operational Area** (Commercial freight pick-up/delivery vehicles with inside the fence access.)

	<u>1st Vehicle</u> <u>Rate</u>	<u>Each Additional Vehicle</u> <u>Rate</u>
Annual	\$300.00	\$75.00

(h) **Boundary Crossing Fee.** Companies or businesses conducting business within the boundaries of the Airport that do not lease property on the Airport are subject to an annual boundary crossing fee. (Separate from public ground transportation access fees and commercial access delivery fees outlined in (g) above).

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Boundary Crossing Fee: \$200 minimum per year, as negotiated based on Airport land use or boundary activity

(i) International Passenger Processing Fee. Any passenger arriving or processed through U.S. Customs who has deplaned off of a scheduled or chartered international commercial flight will be assessed an international processing fee.

International Passenger Processing Fee: \$4 per passenger

(j) Employee Parking Fees.

(1) A company, business, or government agency conducting business on the Juneau International Airport, or an employee or association of employees thereof may park in the airport employee parking lot while on duty under the following terms and conditions:

- (A) Parking fees are paid in full prior to the beginning of the calendar month or fraction thereof, for which parking is desired.
(B) A 10% discount shall be given for prepayment of an entire period as described in section (3) below.
(C) Use of the employee parking lot for any purpose, other than parking while on duty, will forfeit access to, and fees paid for, the employee parking lot for that period.
(D) Vehicles may not park in the employee parking lot for more than 24 hours without Airport Management approval. If an employee has been approved for extended parking, the employee must make arrangements to have the vehicle moved upon request of the Airport. Vehicles not in compliance with the subsection may be towed and impounded at the owner's expense.
(E) Employee vehicles must be registered with Airport Management. Vehicles parked in the employee parking lot that have not been registered may be towed and impounded at the owner's expense.

(2) The rate for parking in the employee parking lot is \$50 per space per month, or any fraction thereof.

(3) There will be two rental periods per year. The first period shall be from October through April (7 months), and the second period shall be from May through September (5 months).

(4) Use of a parking space may be shared between two eligible employees and a single fee charged, provided work schedules do not overlap and/or actual use is limited at all times to a single car in the single rented space.

(k) Concession Fees. Concessions which operate at the airport shall be awarded through Bid process, Request for Proposal (RFP) process or as a sole responder with a Letter of Interest.

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Concession fees are established through contract negotiations, but will not be leased at a rate less than those established for Airfield/Aviation Use Land Lease Rates.

- (l) **Governmental Agency Rental Rates.** The Juneau International Airport may enter into an agreement with governmental agencies for the reimbursement of expenses incurred by the airport in providing services (which may include, but not be limited to: maintenance, utilities, supplies and janitorial services) to the “rent-free” space. The charge for such reimbursable expenses for services shall be based on the annual per square foot cost of providing such services to the entire area serviced.
- (m) **Airport Reimbursable Costs.** The Juneau International Airport may charge tenants, users or patrons of the Airport for costs associated with reimbursement of personnel costs, equipment costs or supplies for which a tenant, user or patron requests a special service which is not covered by a tenant or user agreement or is not a normally provided function of Airport operations. This may include damage to airport property for which the tenant, user or patron is responsible and whereby additional cost has been incurred by the Airport. A detailed breakdown of all costs will be provided after an emergency situation or an estimate will be supplied in advance to a request if appropriate.
- (n) **Fingerprint Fees.** For fingerprinting and electronic submission to the Federal Bureau of Investigation (FBI) for criminal history records check, the following fees shall apply:
 - (1) Employees, tenants, employees of tenants, or those employees of businesses and agencies directly working with/at the Juneau International Airport, the fingerprint fee shall be: \$75 per person.
 - (2) For all others, the fingerprint fee shall be: \$75 per person.
- (o) **Badging Fees.** For access and identification badges issued at the Juneau International Airport, the following fees shall apply:
 - (1) Security Identification Display Area (SIDA), 135 ramp (Non-SIDA), General Aviation AOA badges, or Airport Employee identification badges, the fees shall be:

(A) Initial Issuance (\$50) & Deposit (\$50)	\$100
(B) Renewal (Annual)	\$40
(C) Re-issuance for worn or damaged	\$40
(D) Lost badge	\$200
(E) Contractor Deposit	\$200
(F) Proximity Gate Card	\$15
(G) Non-Airport ID	\$50

Deposits shall only be refunded upon the timely return of an individual’s current access badge to Airport Security or Airport Administration. If a “lost” badge is later recovered, a refund may be issued, minus the fees associated with the replacement badge, only if the lost badge is of the current issuance lot (color, badge design).

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In lieu of a deposit, an employer may issue a written letter of guarantee for their employee(s). Such letter will be on company or business letterhead, signed by an authorized agent of the company or business, and guarantee that if an authorized employee of their company or business does not return a badge or loses a badge, the company or business shall be responsible for the non-returned/lost badge and remit the \$200 fee to the Airport.

(2) Proximity Cards (or gate access cards): \$15 per card / issuance

(3) Non-airport identification media : \$50 per card / issuance

(p) **Airline Fee for Airport Security Screening.** Each Air Carrier shall pay ~~\$2.69~~ 3.35/per screened enplaned passenger effective May 1, 2024, for that Air Carrier’s passengers subject to security screening and enplaning, at Juneau International Airport.

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The Non-signatory rate for Airline Fee for Airport Security Screening shall be at a rate of 25% more than the established signatory rate for Airport Security Screening Fee.

(q) **Lease Action Filing Fee.** For any Lease Action Request (Assignment, New Lease, Extension/Amendment, Collateral Assignment, Cancellation) at the Juneau International Airport. \$100/per Lease Action Request

07 CBJAC 10.030 Definitions. For purposes of this chapter, unless the context plainly requires otherwise:

“Aviation Use” means the storage, operation, maintenance, or servicing of aircraft, or a use directly ancillary to such aviation use.

“Employee” a person employed by a company, business or governmental agency and who is stationed to work at the Juneau International Airport for that company, business or agency.

“Juneau International Airport” or “Airport” means the facilities and lands owned by the City and Borough of Juneau, and designated as Airport properties, or the administration which oversees the facilities and lands at the Airport, subject to this regulation.

“Signatory” means air carriers or aircraft owners/operators who have a written lease agreement with the Airport.

“Non-Signatory” means air carriers or aircraft owners/operators who do not have a written lease agreement with the Airport. A sublease agreement does not qualify at the “signatory” rate.

“Commercial Land” means that area of the Airport which is designed for businesses and commercial activity, but may be leased to private individuals at the commercial rate.

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“Landside Non-Aviation Land” means that area of the Airport which is outside the airfield perimeter fence, and designated for any non-aviation related use.

“Non-Commercial Land” means that area of the Airport which is designed for private, non-business activities, but may be leased to commercial businesses at the commercial rate.

“SIDA Land” (or Security Identification Display Area) means that area of the Airport which is designated for SIDA activities/business, pursuant to 49 CFR 1500 series.

“Transient Aircraft” at the Airport means an aircraft that is not assigned to a permanent parking space, that is not subject to a written parking agreement with the Airport, that is not parked in its assigned permanent parking space, or that is double parked in an aircraft parking space.

“Undeveloped Land” means raw land that has not been filled to grade or been permitted for development.

Section 3. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on ~~_____~~, ~~2025~~, which is not less than 21 days before the date of adoption of these regulations as set forth below.

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Adoption by Agency

After considering all relevant matter presented to it, the agency hereby amends these regulations as set forth above. The agency will next seek Assembly review and approval.

Date: _____

Yvette Soutiere, Chairman
Juneau International Airport Board

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Legal Review

These regulations have been reviewed and approved in accordance with the following standards set forth in CBJ 01.60.250:

- (1) Consistency with federal and state law and with the charter, code, and other municipal regulations;
- (2) The existence of code authority and the correctness of the required citation of code authority; and
- (3) Its clarity, simplicity of expression, and absence of possibility of misapplication.

Date: _____

Sherri Layne
Municipal Attorney

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Assembly Review

These regulations were presented to the Assembly at its meeting of _____. They were adopted by the Assembly.

Date: _____

Elizabeth J. McEwen, Municipal Clerk

Filing with Clerk

I certify, as the clerk of the City and Borough of Juneau, that the following statements are true:

1. These regulations were accepted for filing by the office of the clerk at ____:____ a.m./p.m. on the ____ day of _____, _____.
2. After signing I will immediately deliver or cause to be delivered copies of this regulation to the attorney and the director of libraries.
3. A permanent file of the signed originals of these regulations will be maintained in this office for public inspection.
4. Effective date shall be the seventh day after the date of filing with the clerk, per CBJ 01.60.330, or later, as noted in the regulation.

Date: _____

Elizabeth J. McEwen, Municipal Clerk

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ATTACHMENT #14

SCENARIO C

Budget FY26 Revised REVENUES (WITH PROPOSED INCREASES)

Account Code	Account Description	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
4720-0000	Bad debts combo cost center	(34)	4,421				
4799-0000	Miscellaneous revenue	(1,431)					
4800-0000	Interest income	(56,871)	(29,961)	(87,200)	(44,400)	(90,500)	(38,600)
4800-0402	AR interest and fines	(3,884)	(1,326)		(2,000)		(2,000)
4800-0403	UB Fin Chg Rev	(218)	(230)				
4950-0460	Airport projects		(14,620)	-			
4013-0000	State shared revenues	(76,565)	(57,554)	(90,000)	(90,000)	(90,000)	(90,000)
4300-0036	Fingerprinting Fees	(8,400)	(13,150)	(18,000)	(15,000)	(18,000)	(15,000)
4300-0037	Badging Fees	(43,620)	(68,890)	(60,000)	(70,000)	(60,000)	(70,000)
4300-0038	Taxi, Bus Access Fees	(67,194)	(117,608)	(75,000)	(117,600)	(75,000)	(117,600)
4340-0007	Water Services	(21,695)	(23,849)	(23,000)	(23,000)	(23,000)	(23,000)
4340-0008	Sewer Services	(67,349)	(74,769)	(72,500)	(72,500)	(72,500)	(72,500)
4799-0000	Miscellaneous revenue	(1,480)	(12,124)	(500)		(500)	
4300-0029	Fuel Flowage Air Carrier	(633,275)	(884,970)	(1,125,600)	(1,125,600)	(1,125,600)	(1,125,600)
4300-0031	Air carrier Landing Fees	(2,248,968)	(2,837,882)	(3,273,900)	(3,118,500)	(3,273,900)	(3,346,000)
4300-0032	Commercial Aircraft Parking	(1,860)	(11,897)	(130,700)	(140,540)	(130,700)	(127,500)
4300-0033	Transient Fees	(400)					
4300-0043	Small Aircraft Parking/Tiedc	(49,924)	(48,396)	(39,800)	(49,000)	(39,800)	(49,000)
4300-0044	Fuel Flowage GA and Taxi	(209,107)	(314,387)	(352,300)	(365,400)	(352,300)	(393,200)
4300-0045	Fuel Flowage Non-Signatory	(126,722)	(220,438)	(147,300)	(169,100)	(147,300)	(182,500)
4300-0046	Landing Fees Non-Signatory	(86,219)	(87,195)	(105,600)	(94,700)	(105,600)	(101,500)
4300-0048	Air Carrier Security Fee (AK	(305,141)	(726,342)	(872,700)	(919,324)	(872,700)	(1,144,924)
4549-0001	Fuel Sales/ARFF Budgeted A	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
4550-0010	FAA-CWO Lease	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
4550-0011	Airfield Ground Leases	(507,474)	(598,848)	(1,164,200)	(1,029,700)	(1,164,200)	(1,258,800)
4799-0000	Miscellaneous revenue	4,186		-			
4037-0001	TSA LEO Reimb	(74,900)	(148,000)	(127,700)	-	(127,700)	-
4799-0000	Miscellaneous revenue						
4300-0030	Jetway Use (Jetbridge 5 & 2	-		(126,000)	(112,000)	(126,000)	(112,000)
4300-0039	FAA Tower/Equip Rm	(22,014)	(213,804)	(117,900)	(131,200)	(117,900)	(131,200)
4300-0040	Advertising Display	(76,429)	(175,582)	(86,000)	(139,600)	(86,000)	(139,600)
4300-0041	Customs Fees	(124)	(80)	(100)		(100)	
4420-0000	Fee revenues CAR RENTAL	(686,716)	(653,357)	(600,000)	(653,400)	(600,000)	(653,400)
4420-0002	Vending revenue	(46,449)	(50,087)	(52,000)	(52,000)	(52,000)	(52,000)
4450-0001	Minor Violations	(825)	(650)	(2,000)	(1,500)	(2,000)	(1,500)
4550-0000	Facility rental revenue	(3,650)	(2,215)	(1,500)	(2,200)	(1,500)	(2,200)
4550-0001	Federal Terminal Lease	(28,837)	(28,362)	(29,000)	(28,400)	(29,000)	(28,400)
4550-0003	Parking Lot Lease	(451,371)	(285,840)	(480,000)	(400,000)	(480,000)	(480,000)
4550-0004	Air Carrier Terminal Lease (t	-		(803,700)	(788,000)	(803,700)	(788,000)
4550-0005	Rental Car Storage	(107,525)	(151,275)	(125,000)	(151,300)	(125,000)	(151,300)
4550-0006	Other Terminal Leases (ATM	(28,366)	(31,821)	(152,000)	(102,000)	(152,000)	(102,000)
4550-0007	Rest., Bar, Flight Kitchen (Cc	(155,650)	(161,910)	(165,000)	(161,900)	(165,000)	(161,900)
4550-0008	Gift Shop (Concessions)	(10,229)	(13,263)	(27,500)	(27,500)	(27,500)	(27,500)
4550-0009	Staff Parking Fees	(47,053)	(60,510)	(55,000)	(60,500)	(55,000)	(60,500)
4799-0000	Miscellaneous revenue	-	(540)	(1,000)		(1,000)	
TOTAL OPERATING REVENUES:		(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(11,066,224)

ATTACHMENT #15

SCENARIO C

EXPENSE - REVENUE SUMMARY FY26 Revised Budget

(WITH PROPOSED INCREASES w \$100K Contingency/Reserve)

	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2025 Projected	FY2026 Approved	FY2026 Revised
OPERATING:						
EXPENSES	10,160,142	11,210,659	10,549,300	10,583,959	10,755,800	10,965,577
REVENUES	(6,270,783)	(8,134,311)	(10,606,700)	(10,274,864)	(10,610,000)	(11,066,224)
EXP/REV SHORTFALL /(OVERAGE)	3,889,359	3,076,348	(57,400)	309,094	145,800	(100,647)
				Minus Contingency Reserve:		100,000
				Minimal Over Collection:		(647)

Available Fund Balance Summary
Airport Fund

Last Update: 1/23/2025

ATTACHMENT #16

SCENARIO C

(+ \$100K Rate Increases FY26)

	<u>FY24 Actuals</u>	<u>FY25 Amended</u>	<u>FY25 Proj</u>	<u>FY26 Budget</u>	<u>FY26 Budget Revised</u>
Beginning Available FB	3,783,400	2,606,000	2,606,000	4,416,691	4,416,691
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Debt Service (OUT):	(3,064,200)	(2,505,100)	(2,505,045)	(2,583,400)	(2,583,413)
Transfers to Capital Projects:	(822,066)	-	-	-	-
Other Non-Oper Expenses:	-	-	-	-	-
JNU Total Expenses:	(15,085,600)	(13,054,400)	(13,089,004)	(13,339,200)	(13,548,990)
Minus Non-operational Exp & Debt Serv:	3,886,266	2,505,100	2,505,045	2,583,400	2,583,413
Operational Expenses:	(11,199,334)	(10,549,300)	(10,583,959)	(10,755,800)	(10,965,577)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	11,066,224
CARES Reimb (operations):	3,054,045	-	1,910,131	-	-
PFC for Rev Bond Interest:	434,625	317,600	317,600	194,900	194,900
***Other Financing Sources (Uses):	-	-	2,100	-	-
JNU Total Revenues:	11,623,200	10,924,300	12,504,695	10,804,900	11,261,124
Minus Non-operational REV & Debt Serv:	(3,488,670)	(317,600)	(2,229,831)	(194,900)	(194,900)
Operational Revenues:	8,134,530	10,606,700	10,274,864	10,610,000	11,066,224
Operating FB Increase(Decrease):	(3,064,804)	57,400	(309,095)	(145,800)	100,647
JNU EXP minus REV:	(3,462,400)	(2,130,100)	(584,309)	(2,534,300)	(2,287,866)
Increase (decrease) in Debt Service Reserve:	(2,285,000)	(2,395,000)	(2,395,000)	(2,515,000)	(2,515,000)
Increase (decrease) in Fund Bal (FB):	(1,177,400)	264,900	1,810,691	(19,300)	227,134
Ending Avail FB, including Reserve:	2,606,000	2,870,900	4,416,691	4,397,391	4,643,825
Less 3 Mo. Operating Reserve	(2,799,800)	(2,637,300)	(2,646,000)	(2,689,000)	(2,741,400)
Contingency Reserve:	-	-	-	-	(100,000)
Ending Available Fund Balance	(193,800)	233,600	1,770,691	1,708,391	1,802,425

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.



MEMORANDUM

Date: February 6, 2025

To: Airport Manager Hiring Committee
Airport Board of Directors

From: Dallas Hargrave, CBJ Human Resources & Risk Management Director

Re: Appointment of Interim Airport Manager

At the January 23, 2025 Airport Manager Hiring Committee meeting, the Committee provided me with direction to attempt to work out a conditional temporary employment agreement with Dave Palmer to be the Interim Airport Manager of the Juneau International Airport. This tentative agreement is conditioned on the approval of the Airport Manager Hiring Committee (as designated in the motion approved by the Assembly that creating the Committee) and approval by the Airport Board of Directors (as designated by CBJ ordinance). Mr. Palmer's resume is included in the packet.

Based on this direction, I have negotiated the following terms and conditions of employment to hire Dave Palmer as the Interim Airport Manager:

1. Appointment to the temporary position on April 16, 2025. This would allow Mr. Palmer to be onsite working with Ms. Wahto for two weeks prior to Ms. Wahto's retirement.
2. Mr. Palmer agrees to remain in the position until a permanent Airport Manager is hired, or until the employer ends his employment, whichever occurs first.
3. Mr. Palmer shall be paid at the rate of a Range 25, Step 13, which is a biweekly pay of \$7508.80 (\$195,228.80 annual salary).
4. Mr. Palmer will receive no CBJ benefits in this temporary position.
5. The CBJ agrees to enter into a sign-on bonus agreement with Mr. Palmer to provide a bonus of \$5500 so that he can use those funds to temporarily relocate to Juneau.
6. The CBJ agrees to provide housing to Mr. Palmer at the Homestead Cabin during the time he is employed as the Interim Airport Manager. Mr. Palmer shall notify the CBJ by March 15, 2025 if he does not intend to use the Homestead Cabin for housing. If Mr. Palmer provides such notification, then the CBJ shall provide Mr. Palmer a monthly payment of \$2000 for temporary housing costs while in Juneau and employed as the Interim Airport Manager.

Requested Action

Because this tentative agreement is condition on Committee and Board approval, I am requesting that the Airport Manager Hiring Committee approve this employment agreement, and recommend to the Airport Board of Directors that they also approve this tentative agreement. With Committee approval and recommendation, I am recommending that the Airport Board also approve this tentative agreement.

David R. Palmer

Experience and Work History

October 2006-June 2009

Airport Manager, Juneau International Airport

Relevant primary responsibilities:

- Overall supervision of Airport operations and management including assuring completion and approval of the Environmental Impact Study for the Runway Safety Improvement project including completion of the mitigation agreement, project design, and acquisition of permits.
- Oversight and management of the Passenger Terminal Expansion project; staffing, funding, design contracts, public meetings and tenant needs
- Negotiations with contractors, suppliers, tenants, agencies, and consultants

April 1995-July 2002

City Manager, City and Borough of Juneau

Relevant primary responsibilities:

Overall responsibility for City functions including supervision of department heads. Conducted negotiations, participated in settlement conferences and formal mediation; trained City employees in conflict resolution and effective communication. Conducted and participated in public hearings; heard and resolved employment issues.

November 1991-April 1995

Deputy City Manager, City and Borough of Juneau

Relevant primary responsibilities:

Directly supervised the CBJ Engineering Department, providing guidance and leadership to staff engineers, architects, technicians, permit agents, building inspectors and clerical staff. Investigated and resolved conflicts with contractors, vendors, and permitting agencies. Served as acting Airport Manager and participated in recruitment and selection of Airport Manager. Negotiated Airport tenant leases, investigated and resolved employee and tenant issues.

April 1989-November 1991

City Manager, City of Petersburg, Alaska

Provided management and leadership to 80 employees in all city departments, including police, fire, administration, public works, electric utility, harbors, and parks and recreation.

November 1983-March 1989

City Administrator, City of Craig Alaska

Provided hands-on administration and leadership to 40 employees. Obtained funds for, negotiated contracts with consultants and contractors, including developing a new primary water source and access road for significant residential development. Resolved settlement issues with the local Native Corporation regarding contentious ANILCA land claims.

January 1983-May 1983

Legislative Assistant to State Representative Mae Tischer in the 13th Alaska Legislative Session.

July 1978-May 1982

City Manager, Toledo, Oregon

Provided management oversight and leadership to all 50 City employees. Negotiated contracts for the construction of a wastewater treatment plant, negotiated 20 land acquisition agreements with landowners for the construction of a new road through private property.

Education and Training

Bachelor of Science, University of Oregon, 1971 (Political Science and Public Administration)

Duke University, Private Adjudication Center: Formal mediation training and certificate November 2002.

International City Management Association (ICMA) Center for Professional Development, Presentation Skills, 1994,

Harvard University JFK School of Government ICMA Management Training (seminar) 1998

Glaser and Associates, management training for conflict resolution, collaborative problem solving, and effective communication Trainer and presenter, 1999-2009.

State of Alaska and FEMA courses completed for Incident Command System.

Professional Organizations

Past member:

American Public Works Association

American Association of Airport Executives

Alaska Municipal Management Association (President 1998 and 1999)

International City/County Management Association (26 years)

Other Interests:

FAA commercial pilot license, current

FAA Certificated Flight Instructor (non current)

CHANGE ORDER #1



Section I, Item 7.

Body Job #:

106100

DATE: January 13, 2025
Initiated By: Dealer/Customer

BODY CHANGES

Action	Qty.	QW No.	DESCRIPTION OF CHANGE	PRICE
Change order #1 has been included in the shop order				
1	DELETE	-1	Remove Bead Locks	(\$2,132)
2	DELETE	-1	Remove dash fans	(\$421)
3	DELETE	-1	Remove continous duty lubrication system	(\$3,894)
4	DELETE	-1	Remove dry chem handline	(\$2,733)
5	DELETE	-1	Remove right side SCBA holders	(\$285)
6	ADD	1	Add Setcom 1350 wired headset system for front two seats	\$10,960
7	DELETE	-1	Delete little giant ladder mounted on rear	(\$1,032)
8	ADD	1	Add manual gantry with 24' extension ladder and 8' pike pole	\$4,981
9	ADD	1	Add 20k fixed Scene lights one (1) each side	\$4,709
10	DELETE	-1	delete onboard air compressor	(\$1,128)
11	CHANGE	1	Remove left pull out shelves and replace with adjustable shelving	(\$425)
12	CHANGE	1	Left crew seat moved to right crew seat position	\$0
13	CHANGE	1	foam transfer pump shipped loose	\$0
14		1		\$0
15		1		\$0
16		1		\$0

We hereby agree to make change(s) specified above at this price \$8,600
 PREVIOUS CONTRACT AMOUNT \$1,079,258
 REVISED CONTACT AMOUNT \$1,087,858

ACCEPTED - The above price and specifications of the Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature (Customer): <i>Patricia K Wahto</i>	Date: 1/30/2025
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AIRPORT MANAGER'S REPORT – February 13, 2025

- a. Assembly-Airport Committee of the Whole (COW) meeting. The Assembly is looking at dates for the annual 'check-in' with the Airport. While this has not been scheduled yet, the Board should think about topics and discussion items they want to review with the Assembly. This is the Board's time to go one-on-one with the Assembly.
- b. Airport Triennial Live Emergency Drill. The Airport is planning for the required triennial wheels-rolling emergency exercise on Saturday, July 19, 2025. There will be several planning meetings and a 'tabletop' exercise prior to the event. This will be a multi-agency, multi-department live drill with a lot of volunteers needed. More updates to come.
- c. Union Negotiations. The City is beginning its union negotiations with the three unions that impact the Airport: Marine Engineers' Beneficial Association (MEBA) (which the Airport Manager sits on the City negotiating committee), Public Safety Employees Association (PSEA) which impacts our Airport Security coverage with the Juneau Police Department (JPD), and International Association of Fire Fighters (IAFF) Local 4303 which impacts our Aircraft Rescue and Fire Fighting (ARFF). It is anticipated that this will take months for negotiations, votes and ratification by the Assembly for a July 1, 2025, contract start.
- d. Passenger Facility Charge (PFC10) Application Process/Meeting. The Airport has started the public process for PFC10 applications. Draft projects and costs were sent to the airlines with a PFC meeting scheduled for March 11, 2025, at 9:00 a.m.
- e. Airport Fund Balance (AFB) and Capital Revolving Account Balance (CRAB) (Attachment #19). The Capital Revolving Account Balance reflects the proposed \$10K for the additional grant match which should be reimbursed by the Federal Aviation Administration (FAA) at grant close-out. The Airport Fund Balance has not changed on this report and is pending budget approval and Assembly adoption (status quo for now).
- f. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Airport Project Reports:
- **UPDATE** – *Juneau Douglas North Crossing Project*. Alaska Department of Transportation (ADOT) continues with the PEL phase (Level 2 Screening) of the second channel crossing project between Juneau and Douglas. The next (seventh and final) Technical Advisory Committee meeting is scheduled for **March 4, 2025, from 4:00 – 6:00 p.m.** The project website: <https://www.jdnorthcrossing.com/> has a 'What's New!' section detailing Level 2 Screening GIS Maps, as well as 'meetings' summary and field report 'documents'. DOWL and the State continue to state: 'Any alternative that conflicts with the approach surfaces or the ALP will be modified to eliminate conflicts or removed from consideration.' Please visit the ADOT website for the project www.jdnorthcrossing.com or make comment to the project email JDNorthCrossing@dowl.com.
 - **NO CHANGE** – *Aviation Worker Screening (AWS) and Litigation Update*. Oral arguments were held on October 17, 2024. It is anticipated that the ruling may take several months.

Compliance deadline for airports to have the AWS process in place was September 25. JNU is currently fulfilling the requirements of AWS without further extension of the deadline. AWS must include all random hours including nights and weekends.

- **NO CHANGE** – *Runway 26 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) approach lighting.* With the FAA Reauthorization Bill passed and the language included in the Bill that will allow airports to use AIP funding to complete the MALSR system, Staff will be pursuing design with FAA in the new Federal fiscal year. This will move into the project manager report in the near future.
- **NO CHANGE** – *Title 49 (Jordan Creek) Variance Request.* Staff is still looking to work with the CBJ on Title 49 language for limbing after the Planning Commission denied the Development Department (CDD) during their rewrite of Title 49 for inclusion of safety or other ways to allow limbing in this area or reapply for a waiver (currently working on). The Assembly has approved \$150,000 in their FY24 Capital Improvement Project plan for: *the Jordan Creek Greenbelt Improvements, for installation of lighting, improve pathway and improve sightlines for Jordan Creek Greenbelt.* See Project Manager Report for Greenbelt Lighting improvements.
- **NO CHANGE** - *Encampments on Airport Property.* The encampments and trash in the Jordan Creek Greenbelt (and other areas on airport) continue. Staff along with JPD monitor the area throughout the day/night; cleanout of the areas continue. This is an ongoing problem for the Airport.
- **NO CHANGE** – *PFAS Testing and Monitoring.* Cox Environmental continues with their quarterly testing of groundwater, surveying the test wells to determine flow direction, including two private wells within the test radius.
- **NO CHANGE** – *Egan/Yandukin Intersection Improvements Project.* ADOT has narrowed down design alternatives for the project. Please visit ADOT website for the project at <http://dot.alaska.gov/eganyandukin>.
- **NO CHANGE** – *FAA Compliance Land Use/Financial Letter (January 2019).* Staff continues to work on the remaining compliance items. Staff is looking to acquire the Loken/Channel Flying property as a through-the-fence operation. See Project Manager Report for Property Acquisition Specialist.
- **NO CHANGE** – *Passenger Facility Charge (PFC) cap increase* JNU continues to discuss PFC increases with our DC Lobbyist and Congressional Delegation.
- **NO CHANGE** – *Maintenance Programs* (roofs, heat pump equipment, baggage systems, etc.). Staff continues to develop maintenance contracts for specialized systems similar to what we do with airfield lighting and controls.

Projects (Hot Topics) moving to Project Manager Reports:

- **NO CHANGE**– *Alaska Department of Natural Resource (ADNR) Land Conveyance Close-out.* During the Runway Safety Area (RSA) project, the Airport through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. This has moved to Project Manager Mell’s report.

- **NO CHANGE** – *Alaska Department of Environmental Conservation (ADEC) Site Contamination.* In 2014 during a project that required paving a drive lane just south of the old sand shed and Channel/Loken (Coastal) hangar, contamination of soil and groundwater was found. This has moved to Project Manager Mell’s report.

- **NO CHANGE** - *Parking Garage.* The Airport has a parking garage added to the Airport CIP, but a project of this magnitude requires a funding source to begin planning. This has been turned over to Project Manager Mell for funding sources.

Available Fund Balance Summary

Airport Fund

Last Update: 4/5/2024

	<u>FY23 Actuals</u>	<u>FY24 Amended</u>	<u>FY24 Proj</u>	<u>FY25 Budget</u>	<u>FY26 Budget</u>
Beginning Available FB	2,770,968	3,785,000	3,785,000	3,785,000	3,785,000
Operational Expenses:	(9,888,277)	(9,711,100)	(10,003,300)	(10,606,700)	(10,755,800)
Debt Service (OUT):	(2,994,200)	(3,091,200)	(3,091,200)	(2,505,100)	(2,583,400)
Transfers to Capital Projects:		(600,000)	(600,000)		
Other Non-Oper Expenses:	(271,923)	(541,400)	(1,266,300)	51,400	51,400
JNU Total Expenses:	(13,154,400)	(13,943,700)	(14,960,800)	(13,060,400)	(13,287,800)
Minus Non-operational Exp & Debt Serv:	3,266,123	4,232,600	4,957,500	2,453,700	2,532,000
Operational Expenses:	(9,888,277)	(9,711,100)	(10,003,300)	(10,606,700)	(10,755,800)
Operational Revenues:	6,629,028	7,510,200	7,872,900	10,606,700	10,610,000
CARES Reimb (operations):	4,369,641	2,200,900	2,130,400	-	-
***Other Financing Sources (Uses):	(96,360)				
JNU Total Revenues:	10,902,309	9,711,100	10,003,300	10,606,700	10,610,000
Increase (decrease) in Fund Bal (FB):	1,014,032	-	-	-	(145,800)
Ending Avail FB, including Reserve:	3,785,000	3,785,000	3,785,000	3,785,000	3,639,200
Less 3 Mo. Operating Reserve	(2,472,100)	(2,427,800)	(2,500,800)	(2,651,700)	(2,689,000)
Ending Available Fund Balance	1,312,900	1,357,200	1,284,200	1,133,300	950,200

*** Other Financing sources (uses) include: capital outlay, adjustments pertinent to modified accrual accounting, such as A/P, A/R, and leave accruals/deferrals; as well as changes in restrictions of fund balance.

ATTACHMENT #19
AIRPORT CAPITAL REVOLVING ACCOUNTS (combined)

Section I, Item 9.

Date	CIP Revolving Balance*	Reimbursed Amount (+)	Forward Fund Amount (-) anticipate reimbursement	Encumbered Amount (-) permanent/ <u>no</u> reimbursement	Description
	\$819,788	-	-	-	BUDGET
Apr-19			(\$477,000)	**	NO LONGER REQ. Termnl Recon
Jan-21			(\$50,000)		Property Acquisition Frwd Fund Specialist
Jun-24		\$25,000	(\$25,000)		RSA Shoulder Grading Design
FY25			(\$5,000)		ARFF Truck
FY25			(\$26,427)		Master Plan Update
FY25			(\$50,000)		SIDA ADA Elevator
FY25			(\$10,000)	"PENDING"	ARFF Truck
	\$201,361				AVAILABLE BUDGET on 560010101-3990 to forward fund Projects

* Represents all 3 Capital Accounts: Airport Revolving Captial Reserve Acct (ARCRA), Airport Construction Contingency Reserve, Project Design

** Temp forward funded \$477K to be credited once Controller's complete transfer back to acct



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Mike Greene, JNU Airport Project Manager

DATE: February 3, 2025

RE: Projects Office Monthly Report

Project specific summaries of project status and activity are presented below.

Terminal Reconstruction: JNU continues to work on finalizing the following outstanding work items:

Ground Source Loop Field System Modifications: JNU Building Maintenance continues to observe contaminates/sediment within the loop field medium (methanol), even with the equipment strainers, pump strainers, by-pass filter and dirt separators in place. The continuing concern is that the system is not getting any cleaner over time, and that somehow the contaminates/sediment keeps replenishing itself. In a meeting conducted on December 12, with JNU staff, JNU Airport Maintenance and engineers from RESPEC present, it was decided that the samples of these contaminates should be lab-tested to determine what this material is. To that end, JNU has asked RESPEC for a fee proposal to have a sample of the contaminates lab tested, and to provide additional mechanical engineering services to assist with the on-going effort to cleanse the loop field system. JNU has not yet received this fee proposal. The scope of work to be completed by RESPEC will include contracting with a hydronic system fluid treatment specialist to examine the fluid chemistry, analyze the sediment, and inspect some of the piping in order to recommend or implement a treatment, cleaning, or fluid replacement plan for the distributed ground source piping system.

JNU Building Maintenance continues to work on blowing out the main pump strainers and the air separator strainers in the piping mains, cleaning branch piping heat pump strainers, and backwashing the heat pump coils. JNU Building Maintenance also continues to work on the replacement of the new flexible hoses for thirty (30) of the older heat pumps.

DOAS-1 (Dedicated Outside Air System) unit: This air-handler, originally installed in 2009, brings in outside air to the older portion of the terminal. Repairs to DOAS-1 were completed as part of the terminal reconstruction project, but additional repairs are now needed. Recent voltage spikes have damaged some of the air-handler components, including the VFD (Variable Frequency Drive) for the DOAS-1 exhaust fan. JNU Building Maintenance continues to look at repair options, but has indicated that this equipment will be able to run during the upcoming TAB work.

Heat Pumps: The approximately thirty (30) water-air heat pumps within the older portion of the terminal were installed in 2009. Many of these heat pumps have already reached the end of their serviceable life and the rest are nearing the end of their serviceable life. This has resulted in there being a number of these heat pumps that are non-operational at any given time while waiting for replacement parts to arrive and for repairs to be completed. The number of inoperable units is now low enough to allow the TAB

work to proceed. JNU Building Maintenance and JNU staff are continuing to look at funding options for a phased replacement of these older heat pumps.

Terminal Air Balancing (TAB): Following a review of the current operational status of the air-handlers and heat pumps, it was decided that the TAB work could now proceed. JNU has instructed Dawson Construction to proceed with the final balancing of the terminal’s new and old mechanical HVAC air-handling systems. This work will commence in mid-February 2025.

Lighting Control Replacement: Dawson Construction / ALCAN Electric has started work on Request for Proposal (RFP) 183 – Lighting Control Replacement. This RFP will replace the failing lighting control equipment within the older portion of the terminal. This control equipment is no longer being supported by the manufacturer and the control of much of the interior and exterior lighting in this portion of the terminal is either being done manually or is being left on 24/7. JNU Building Maintenance is working directly with ALCAN Electric to provide a network connection that will allow the new lighting control system to be interconnected to the lighting control system that has been installed in the new north wing. This connection will create a single terminal lighting control system. ALCAN Electric has advised that they intend to have this lighting control work completed by the end of March 2025.

Terminal Power Conditioning: JNU and JNU Building Maintenance continue to look into the need to provide additional power conditioning to protect the electrical systems within the terminal. Following a January 2025 meeting with Ben Haight with RESPEC, JNU Building Maintenance has been tasked with confirming the presence and operational status of the power conditioning equipment that was installed as part of the recent terminal electrical service upgrade project. If this equipment has not been tripped or damaged by utility power surges, then JNU intends to obtain a fee proposal from RESPEC to look into options to provide additional power conditioning to protect the electrical systems that have been recently affected by fluctuations in the utility power. The scope of this work will include a review of the power feed to the Sand-Chem building, with a focus on determining whether or not ground source heat pump GSHP-1 needs power conditioning to protect this unit’s compressors.

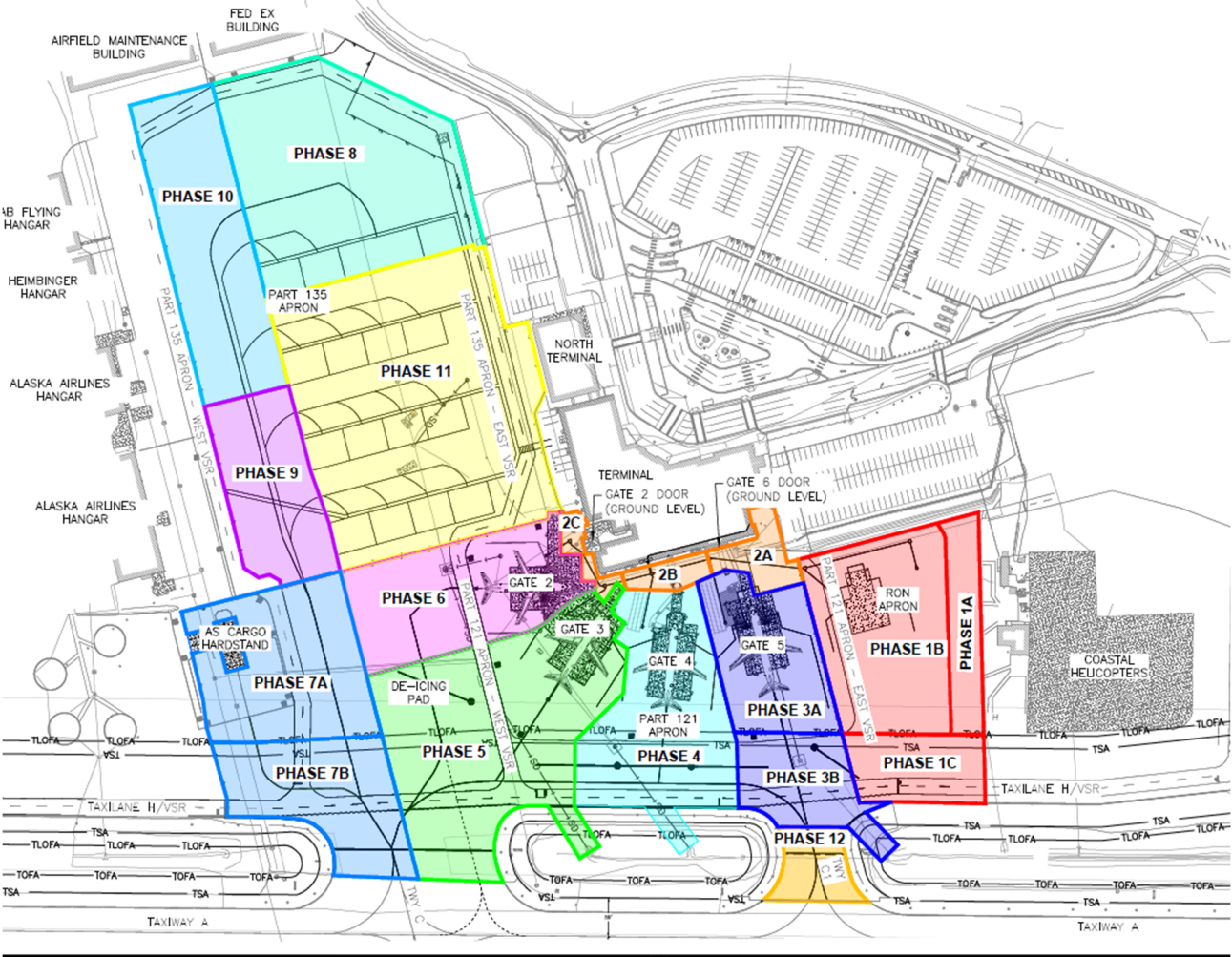
Safety Area Grading at Runway Shoulder and Navigational Aids (NAVAIDS): HDR Engineering continues to develop the 30% design submittal for this project. As reported earlier, they have completed the site survey field work and continue to work on their grading analysis to determine the full extent of the grading work. Per the grading analysis, the project will primarily consist of the placement of borrow (fill) to reduce the runway shoulder slopes within the project work areas. The initial estimate of borrow quantities is as shown below:

ESTIMATE OF QUANTITIES					
(LT,RT)	ITEM NO.	SPECIFICATION ITEM NO.	PAY ITEM	PAY UNIT	QUANTITY
LT	P152	P152.010.0000	UNCLASSIFIED EXCAVATION	CY	750
	P152	P152.190.0000	BORROW	CY	44870
RT	P152	P152.010.0000	UNCLASSIFIED EXCAVATION	CY	335
	P152	P152.190.0000	BORROW	CY	3895

JNU continues to work with HDR on the development of the technical specifications, and JNU has begun work on the development of the Division 00 and Division 01 front-end contract documents.

JNU has confirmed with HDR that they will still be able to meet a deliverables schedule that reflects a bid-opening date of July 1, 2025. This revised bid opening date would have an anticipated construction contract award/notice-to-proceed date in late August 2025 or early September 2025. The construction contract will be written to allow the successful bidder the option to complete the project in 2025 or in the spring of 2026.

Rehabilitate Part 121/135 Apron and Remain Overnight (RON) Parking Apron: This project remains in winter shutdown. The project Contractor (SECON) has advised that they intend to complete work on the repairs to the structural steel piling foundation for light pole LP-6 between March 10-20, 2025. This proposed schedule has been coordinated with Alaska Airlines and with JNU Airfield Maintenance. SECON has indicated that they intend to resume work on the remaining project work items on April 1, 2025.



SECON has advised that they intend to start work within the Phase 7A and Phase 7B (Alaska Airlines cargo hardstand) work areas in mid-April. SECON intends to combine Phase 7A and 7B into a single work phase, during which they will rehabilitate the asphalt paving. They will also expand the west side of the reinforced concrete cargo hardstand under direct contract with Alaska Airlines. This expanded work phase is now anticipated to be completed by May 10. During this work phase, and per agreement with JNU, Alaska Airlines air-cargo operations will be relocated to Gate 2.

SECON has further advised that they intend to complete the asphalt pavement rehabilitation in the Phase 7A and 7B work areas by May 1, 2025, complete work on the installation of the new apron lighting within the 121 apron and complete the remaining RFP work items (runway repairs and install culvert zinc anodes) by the end of May.

JNU has requested that SECON provide a detailed work schedule for all remaining work. This schedule is to identify the start and end dates for all remaining work, will identify when air-cargo operations will move to Gate 2 and when they return to the air-cargo hardstand. This schedule will also identify when Gates 3, 4 and 5 will need to be temporarily closed to facilitate the work needed to seal the asphalt to concrete joints in these areas.

JNU has coordinated with RESPEC who will soon be releasing a construction update to all stakeholders to advise of the pending start of construction and of the anticipated construction work schedule.

JNU has also requested a pre-construction conference to primarily review the procedures and protections that are to be put in place at the Gate 2 apron prior to the relocation of air-cargo operations. Per prior agreement with JNU, SECON will provide and place temporary steel plates for the Cochran loader to operate on, and both SECON and Alaska Airlines will be held fully responsible for any damage to the new Gate 2 apron surface as a result of air-cargo operations. This meeting date has not yet been determined.

Culvert Condition Survey – Jordan Creek @ Runway 8-26: As previously reported, JNU has received the condition survey as prepared by proHNS engineering for the large half-arch aluminum culvert assembly which allows Jordan Creek to pass beneath Taxiway A and Runway 8-26. In their report, proHNS stated the opinion that an immediate catastrophic failure of the culvert is unlikely. The report goes on to state that continued deterioration is likely, and that repair work is recommended, even if the source of deterioration is determined and eliminated. proHNS has identified three (3) repair-in-place options, recommending them for further study. They would not require open trenching, would not require a closure of Runway 8-26 and would not require extensive permitting.



The three recommended repair-in-place options are:
1. **HDPE (High Density Polyethylene) Slip Lining**

- Pros:
- a. Corrosion resistant structure.
 - b. Local contractors are familiar with construction installation methods.
 - c. Cost effective due to shipping and construction costs.
 - d. Would not require runway closure for construction.

- Cons: a. Grouting annular space where lengths are over 100’ can be challenging.
- b. 800’ length push and pull resistance on pipe will be significant.
- c. Requires large area for insertion/jacking/welding pit.
- d. Potential to reduce flow capacity.

2. Carbon Fiber Lining

- Pros: a. Corrosion resistant structure.
- b. Could be done while maintaining streamflow in existing pipe.
- c. Wouldn’t impact existing stream bed material, which should make for easier permitting process.
- d. Can be designed to be structurally independent and fully withstand runway loading.
- Cons: Specialized equipment and trained personnel required, known installer (National Plant Services, Michels Trenchless), known Manufacturer (Structural Technologies).

3. GeoPolymer Lining

- Pros: a. Corrosion resistant structure.
- b. Could be done while maintaining streamflow in existing pipe.
- c. Wouldn’t impact existing stream bed material, which should make for easier permitting process. Product has extensive research on chemical properties not affecting fish.
- Cons: Specialized equipment and trained personnel required, known installer (National Plant Services, Michels Trenchless), known Manufacturer (Structural Technologies, GeoTree)
- b. Questions on whether this product would be strong enough to fully withstand runway loading.

At this time, JNU does not have estimated construction costs for any of the three repair options. JNU has confirmed with the FAA that replacement / repair costs would not be AIP eligible because the culvert is within the 20-year useful life of grant 60-2014 and because the FAA considers this work to be a maintenance project.

JNU has requested a fee proposal from proHNS Engineering to complete the necessary design phase services and to provide bid-ready construction documents (technical specifications and drawings) based upon one of their three repair-in-place recommendations. The RFP has requested that the design consultant complete a structural analysis of the recommended repair option to verify that the repair would become a permanent load bearing replacement for the culvert in the eventuality that the old culvert fully deteriorated away. The RFP also requested that the design consultant prepare detailed construction cost estimates throughout the design process.

It was JNU’s hope that proHNS’ services could be obtained through CBJ’s Term Consultant Contract – which has a \$50K cap. proHNS has advised that they cannot complete the identified scope for under \$50,000. proHNS also advised that based on their research into the three repair options that would not require runway shutdowns, the project is going to require specialty design services. Based on this communication, it would now appear necessary for JNU to obtain design services for this project by issuance of an official RFP for Consultant Design services through CBJ Contracting.

Fuel Station Access Control/Fuel Monitoring/Tracking: No change since last report. In July 2022 JNU, working through CBJ Engineering - Contracts, released an RFP for design services under CBJ’s term contract for design consultant services to develop design and construction documents for the introduction of an access control system for the airfield fuel station. The RFP had identified a scope of work that included the introduction of an access control / fuel theft-prevention system, fuel monitoring and usage tracking, and the introduction of a back-up generator to provide emergency stand-by power for the fuel station.

On September 1, 2022, CBJ Engineering - Contracts advised JNU that no responses to the RFP had been received. This indicated that, at that time, there was no interest (or availability) within the design community

to work on this project. JNU is currently soliciting interest from local electrical engineers to provide a fee proposal for this project. This funding was previously approved for CARES funding by the Board.

Airport Construction Document Archiving: JNU Staff continues to work on sorting / culling the old archived construction documents, as-built documents and misc. reports.

End of Report



MEMORANDUM

TO: Patty Wahto, Airport Manager

FROM: Ke Mell, Airport Architect

DATE: February 5, 2025

RE: Airport Architect's Report

*Updates since last report in italics. Look ahead in **bold italics**.*

Gate 5 Passenger Boarding Bridge (PBB) Replacement: *With help from Dawson Construction and Schmolck, the mechanical subcontractor, the heating unit is now functioning as intended. Apparently, some electrical connections had become dislodged since Substantial Completion in summer of 2024, and the issue was not noticed until winter arrived. In late November, during the cold weather, the roof mounted bridge heating unit was found to be inoperable. During that time the PBB remained in service but was unheated.*

Jensen Yorba Wall (JYW) has provided as-built drawings for the project, *as have their consultants*. JYW continues to work on the final project close out report for the Federal Aviation Administration (FAA). On this account, their final pay request will likely be in February.

Mendenhall Riverbank Stabilization: *State of Alaska Department of Military and Veteran's Affairs (DMVA) continues their review of JNU's pre-bid requirements and eight-month time extension request.*

The jökulhlaup occurred on August 5, 2023. Permanent work to repair damage must follow normal City and Borough of Juneau contracting and bidding procedures and permitting by relevant agencies. Eighteen months from August 5, 2023, is February 5, 2025. JNU staff applied for the eight-month extension on November 26, 2024; DMVA staff have assured JNU that the extension will be granted.

On behalf of JNU, proHNS is in the process of applying for permits for stabilization and repair of damage from the 2023 jökulhlaup:

1. On September 4, 2024, proHNS submitted an application to the Alaska Department of Fish and Game for a permit for work that could affect fish habitat. On October 9, JNU received the permit.
2. On September 3, 2024, proHNS submitted an application to the U.S. Army Corp of Engineers for a permit to work in the "Waters of the United States". On October 21, JNU received the permit.
3. On August 12, 2024, proHNS submitted an application to DNR for a permit for work below 'ordinary high water', in this case the high tide line. *On January 29, JNU executed an*

amendment to our existing ADL 107597 aviation easement which granted permission for the work.

4. On October 23, proHNS submitted an application to the City & Borough of Juneau (CBJ) for a grading permit. The permit will be issued after all other permits are received.

JNU staff are working with CBJ Contracts to advertise bids for the repair work, with bid-ready documents and a cost estimate prepared by proHNS in late February 2024. JNU will seek reimbursement from the Federal Emergency Management Agency and the DMVA for the work.

At the August 21 low tide JNU staff and proHNS visited the site of the 2023 damage. There was no damage from the 2024 jökulhlaup additional to the 2023 damage.

DOWL Manual Exhibit Updates: *DOWL is completing final revisions for JNU final review before submission to the FAA for their review.*

ALP Update: *Staff reviewed Michael Baker International's draft updates and responded with comments. JNU must submit the updates to the FAA by March 3, 2025 (90 days from the FAA's December 3, 2024, letter requesting the updates).*

Master Plan Update (MPU): *Technical Advisory Committee (TAC) meetings have been rescheduled as follows:*

TAC meeting #2 and TAC meeting #3 are now combined. The next JNU MPU TAC meeting is now scheduled for March 12, 1:00 p.m. to 3:00 p.m. This meeting will be virtual on Teams. The meeting will cover Airfield Inventory and Existing Conditions, the Aviation Forecast for JNU, and Airport Capacity and Facility Requirements. Michael Baker International (MBI) will deliver working papers related to these topics for review and comment prior to the meeting.

The April meeting is scheduled for April 10, 1:00 p.m. to 3:00 p.m. This meeting will be held in person at the Juneau International Airport, Alaska Room and virtually on MS Teams. This chapter covers the refined airport alternatives, the Environmental Action Plan, and a list of suggested capital improvements. MBI will deliver working papers related to these topics for review and comment prior to the meeting.

The final meeting is scheduled for June 19, 1:00 p.m. to 3:00 p.m. The meeting will be virtual on MS Teams and will cover the complete draft MPU.

MBI visited JNU on December 4 and December 5. They met w/JNU staff and members of the TAC, toured the facilities and laid the groundwork for their work over the next year.

The current Airport Master Plan will be updated with regard to data and forecasts of aviation demands, expansion for future planning consideration, Airport Layout Plan, and related Exhibit "A". This update will include an obstruction survey, but does not look to change the sustainability goals, environmental inventory, nor financial plan. Aerial photography for the obstruction survey will take place in early summer 2025, and the final update is expected in December 2025.

ADL 107380: Conveyance: *Since last checking with the State of Alaska Department of Natural Resources (ADNR) in late November, the Title Report Request has moved from number 36 to number 30 in the queue but has not yet been assigned to an adjudicator. When ADNR staff receive the Title Report, they can request the tideland patent for JNU. JNU staff will check back with ADNR in a couple of months. JNU's case seems to be moving about five spaces up in the queue per month; on that basis it would reach the top of the queue in about six months. After that, actual processing time is as yet unknown.*

During the Runway Safety Area (RSA) project, the Airport, through the Environmental Impact Statement (EIS) public process and mitigation, acquired wetlands parcels from the State for the extension of the RSA on both the RWY 8 and RWY 26 ends, and to accommodate portions of the approach lighting systems. The Airport is still working with ADNR to convey these parcels to the Airport's property. Once this is completed and recorded, the Airport Layout Plan and 'Exhibit A' will need to be updated by Michael Baker International to reflect the conveyance in the airport boundaries.

Jordan Creek Greenbelt Lighting: *Begenyi Engineering has submitted 95% drawings, 65% structural drawings, and a cost estimate. The estimate is \$73,565, which combined with contracted and estimated construction phase consultant services (\$38,220) and JNU staff time keeps us within our \$150K budget provided by the Assembly for the project. Of the total construction estimate, approximately 40% is for the pole foundations. The ground adjacent to Jordan Creek is very wet and although the poles are only 15' tall, local experience indicates that adequate foundations are essential. Staff anticipate bid-ready documents in February.*

The design will be pedestrian scale, compliant with IESNA (Illuminating Engineering Society of North America) G-1-03, Guideline for Security Lighting for People, Property, and Public Spaces, with a preliminary estimate of slightly less than \$50K for construction cost. Construction cost does not include JNU or CBJ Contracting staff costs. Incidental to the design, costs will be estimated to extend pedestrian scale lighting along the path on the north side of Jordan Creek between Teal Street/ Jordan Avenue and Alpine Avenue just north of Airport Boulevard if funding is available, extended path lighting could be included in the project.

In a September 16 email to the Airport Manager, Bruce Denton of the Glory Hall Board said "In the past leftover funds from completed CIP projects have been re-allocated to augment projects that are short. Given that this project is an effort to improve safety of folks who are legitimately using the path to transit between the airport and the adjoining neighborhood, and to deter the use of the path as a hangout or camping spot for vagrants, I would think it warrants the funding needed to do it right. I can't help but think that JPD [Juneau Police Department] and the city manager would support this. I believe this needs to be initiated by the city manager. Does anyone have any idea how much is needed to do it right? I'd be happy to follow up with Katie with an increased funding request."

The \$150K appropriated by the CBJ Assembly appears to be the right order of magnitude to do something, but it will likely not be pretty. Staff have had a couple of conversations with Darrell

Wetherall, transmission and distribution engineer for Alaska Electric Light & Power (AEL&P), as to where to draw power. He said AEL&P has programs that might be helpful, but it will be complicated to figure out. Andrés has asked for cameras, so we will try to incorporate some in the project.

Channel/Loken/Coastal Contamination: *CBJ Contracting staff are working to get Cox Environmental under contract for the additional work that the Alaska Department of Environmental Conservation (ADEC) has requested. At the January Board meeting the Board approved the appropriation of \$43,338 for Cox Environmental for an updated site work plan and additional drilling/testing groundwater wells, as required by ADEC, for the contaminated site abutting Airport-Coastal/Loken property; up-front funding provided by Airport Fund Balance and repaid through an insurance claim through CBJ Risk Management.*

On December 9 ADEC approved the Site Characterization Report submitted by Cox Environmental on July 15, 2024. In the letter ADEC stated, "Additional site characterization is required south of JIA-12 and west of CF-12 to determine the extent of the groundwater contaminant plume." Cox Environmental has submitted a budget for the work required.

Cox Environmental is under contract for JNU's ADEC required Site Assessment Work Plan (SAWP), and under contract with Loken for their parallel SAWP. Drilling on both properties to assess the extent of below grade contamination was completed on May 9. Cox Environmental reported that "Based on field screening, contamination is likely present in soil borings ... located in the vicinity of the decommissioned waste oil burner. The contamination was present down to the water table which was encountered at a depth of 9-10 ft. below ground surface (bgs). The borings on the eastern portion of the Coastal/JIA properties did not indicate contamination is likely present. We will issue a full report after we complete sampling of the newly installed groundwater wells next week and have the results of the soil/groundwater samples from the lab."

Channel/Loken Land Acquisition Support: *Staff are reviewing CBJ Purchasing's final draft of the second Request for Proposals (RFP).*

The first RFP yielded one proposal from Electric Power Systems (EPS); however, EPS admitted that they did not have FAA experience required by the RFP.

JNU seeks a qualified consultant to provide land acquisition support services and coordination for a FAA funded acquisition of one parcel, currently owned by Channel Flying, Inc., and identified for acquisition on the Airport Layout Plan. The consultant will assist JNU and the CBJ Lands in navigating the FAA's airport land acquisition process. The parcel is currently listed for sale by the current owner, so this would be a willing sale. FAA funded land acquisition is extremely complicated, and JNU does not have current staff expertise in this.

Departure Lounge Carpet Replacement: *Staff are drafting a scope of work and have estimated the cost at \$150,000. Staff anticipates funding the work through the local match for the terminal renovation project. When staff have a quote, this will come back to the Board for approval. The work is not included in the FY26 budget.*

Carpet in the Transportation Security Administration (TSA) passenger screening area and the Departure Lounge needs replacing and continues to deteriorate; the work must include repair of underlying irregularities in the floor slab that are telegraphing through the carpet and accelerating wear. The FAA will not pay for this work. Staff are drafting a scope of work and budget. Ideally work would take place in February, when the terminal is relatively quiet. The very rough cost estimate is \$100K. This may come back to the Board in FY26's operating budget.

Security Identification Display Area (SIDA) Americans with Disabilities Act (ADA) Elevator:

On February 3, the CBJ Assembly introduced and set for public hearing an ordinance appropriating \$50,000 to the Manager for the Departure Lounge ADA Elevator Capital Improvement Project (CIP); Funding Provided by Airport Revolving Funds. From the Assembly Agenda: "This ordinance would appropriate \$50,000 to the Departure Lounge ADA Elevator CIP. The funds would be used to hire an architect to conceptually identify locations and associated costs for an elevator in the Departure Lounge. This elevator would serve the Departure Lounge to the 121 Air Carrier apron and would facilitate ground boarding for passengers who are unable to navigate stairs to board at Gate 6 or when ground boarding is necessary. The total cost of the design and installation is currently estimated at \$2.5M and has been deemed eligible for Federal FAA funding. The Airport Board of Directors reviewed this at the December 12, 2024, meeting."

CBJ Contracts issued an RFP for an architect for design of an elevator on January 21. There was a pre-proposal meeting on January 28, which was attended only by JNU and CBJ Contracts staff. Attendance at the pre-proposal meeting is not required to submit a proposal. Proposals are due on Tuesday, February 11.

The work will be in two phases: 1) to conceptually identify possible locations and associated costs for an elevator; and 2) once a location is chosen, the architect and consultants will prepare bid documents. Staff estimate that concept design will be less than \$50K. Total design and construction costs will depend on the concept selected.

An elevator serving the Departure Lounge, Bagwell, and 121 Apron would facilitate ground boarding for passengers who cannot use stairs, and employee access between the floors. The elevator would require a SIDA badge for access and operation. FAA has reviewed the concept and stated that the project would be eligible for AIP or BIL funding.

JNU Water & Sewer Systems and Subtractive Billing: *In the next few weeks JNU staff and CBJ Water and Sewer Utility staff will be meeting to discuss the water and sewer systems and billing for them. This is complicated, and over time confusion has arisen as to how this works. The airport waterline has jurisdictional issues, as it is owned by JNU, but also serves neighboring private properties through subtractive metering.*

Taxi/Ground Transportation Additional Shelter: *(No change)* Per direction of the Board at their October 2024 meeting, staff are researching the size and cost of one or two additional Capital Transit-type pedestrian shelters east of the heated sidewalk. This will come back to the Board when the scope, cost, funding, and potential revenue are established. Shelter north of the heated sidewalk

will be significantly more expensive and can be pursued later, if appropriate. The north shelter will need to be recessed into the planting bed as the existing sidewalk is not wide enough.

Shell Simmons/Yandukin Reconstruction: (*No change*) This project would reconstruct the Shell Simmons/ Yandukin road loop that surrounds the parking lots. Remaining portions of Shell Simmons and Yandukin could be separate projects to limit cost and scope. This project should happen before and would lay groundwork for a future parking garage. JNU needs to seek funding for a \$7-10M project.

As with to the 2023 parking lot upgrades, the scope of a Shell Simmons/Yandukin project would address drainage and deterioration of the roadbed (there are sink holes in front of the terminal, in which we periodically dump more asphalt), improve traffic flow and calm traffic to limit speeds on Shell Simmons, improve lighting, provide an 8' truck-plowable sidewalk along Yandukin, provide a crosswalk w/crossing light at the footbridge across Jordan Creek, and modify the very awkward north intersection between Shell Simmons and Yandukin.

In addition, it is likely we will need to replace the 12" and 14" ductile iron water main that serves the terminal and related facilities. It is common engineering knowledge that ductile iron water lines are not designed for more than 50 years in any case, and that in Juneau one seldom gets that—40 years being about the maximum reasonable service life. The water line under Shell Simmons was installed in 1984 and is now 40 years. The airport waterline has jurisdictional issues, as it is owned by JNU, but also serves neighboring private properties through subtractive metering. This situation needs to be clarified and documented; this could take up to a year in advance of design and construction.

Before the 2023-2025 grant cycle, I researched applying for the State sponsored Community Transportation Program (CTP) for Shell Simmons and Yandukin. JNU did not apply, as the local match required started at 9% of project cost, and to buy our way up the queue and significantly improve our chances of receiving funding, the local match would have been about 25% of the project cost, then estimated at \$5M (this was before we knew that the waterline would need replacing), and JNU could not come up with the funds for the local match in a couple of months.

According to Ken Nichols, former JNU Airport Engineer, FAA rules allow them to fund or partially fund one access road; he suggested for JNU that would be Shell Simmons, as it goes directly in front of the terminal. He suggested that Yandukin might be eligible for a different sort of funding, as it is a fire station access road.

Staff are working on the jurisdictional issues relating to the waterline, as those need to be resolved in advance of design or construction.

Parking Garage: (*No change*) In response to a draft Capital Projects Submission and Information System (CAPSIS) request sent by Jason Custer, I investigated the potential scope of the project. To determine the capacity of the parking garage, I calculated the reasonable maximum capacity of a garage covering the entirety of the parking lots and three stories high (about the height of the terminal). Without allowing for a loading dock or garbage compactors, the capacity is about 1600

cars, which is more than adequate for our purposes, and raises the possibility that a garage could be built in phases. I do not expect that JNU will ever need parking for 1600 cars, as at some point (20 years to 50 years?) self-driving cars will actually work in Juneau, and only rental cars will need to park at JNU.

Phasing of the parking garage would require a conceptual or schematic level design of the entire garage to establish the general layout, locations of entrances/exits, interior ramps, etc. In order to properly coordinate the work, preliminary parking garage design should include a similar level of design for the upgrade of Shell Simmons and Yandukin, see that project above.

The Capital Improvement Plan (CIP) has a placeholder cost of \$75M. Current planning assumptions include: the garage will occupy the entirety of the current parking and ground transportation areas, but no horizontal expansion beyond is reasonable on account of the locations of the terminal, Shell Simmons, Yandukin, and the Jordan Creek Greenbelt. The garage would be three stories, with possible structural capacity for a fourth story depending on cost and need closer to the time of construction.

Alaska Seaplanes Cargo Facility: *(No change.)* Alaska Seaplanes has submitted a proposal for truck access to the cargo facility parking lot on lease Lot 2 through the former taxi staging area on the west side of Shell Simmons. Staff is still waiting to sign off on the final Tenant Improvement Request (TIR) form for the building (TIR #2).